



August 21st, 2017

**Notice Of Meeting**

You are invited to attend the Active and Healthy Communities Committee meeting to be held on **Monday, 21st August 2017 at 6:00 pm in Mourne Room, Downshire.**

**Chair: Cllr W Walker**

**Vice: Cllr D Taylor**

**Members:**

**Cllr T Andrews Cllr P Brown**

**Cllr S Burns Cllr S Doran**

**Cllr C Enright Cllr G Fitzpatrick**

**Cllr V Harte Cllr L Kimmins**

**Cllr K Loughran Cllr A McMurray**

**Cllr B Ó'Muirí Cllr B Quinn**

**Cllr J Trainor**

# Agenda

## 1.0 Apologies and Chairperson's Remarks

## 2.0 Declarations of Interest

## 3.0 Action Sheet arising from AHC Meeting held on 19 June 2017

 *AHC-190617.pdf*

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### *Community Engagement*

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## 4.0 Advance Payments for SLA's (copy attached)

 *Item 4 - SLA FMA report - aug 17 AHC.pdf*

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 *Item 4 - SLA FMA - appendix 1 fma sla report aug 17AHC.pdf*

*Page 16*

## 5.0 Financial Assistance - Call 2 Update and Call 3 Request for Approval (copy attached)

 *Financial Assistance August 2017.pdf*

*Page 17*

 *Appendix call 2 2017 analysis.pdf*

*Page 19*

## 6.0 South Armagh/South Down Peace Centre (copy attached)

 *Item 6 - South Armagh-South Down Peace Centre - Aug 17.pdf*

*Page 23*

## 7.0 Cullyhanna Community Centre (copy attached)

 *Item 7 - Cullyhanna Community Centre Main Hall Floor - Aug 2017.pdf*

*Page 24*

## 8.0 SIF Capital Project Update (copy attached)

 *Item 8 - SIF Project Update - August 2017.pdf*

*Page 26*

 *Item 8 - Minutes 13 January 2017 Capital.pdf*

*Page 29*

 *Item 8 - 22nd May 2017 SIF MINUTES.pdf*

*Page 35*

 *Item 8 - 21 July 2017 SIF MINUTES.pdf*

*Page 39*

 *Item 8 - Minutes 14 April 2017 SIF Capital.pdf*

*Page 44*

 *Item 8 - Minutes 17 February 2017 SIF Capital.pdf*

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|  <i>Item 8 - Minutes 17 October 2016 Capital.pdf</i>   | <i>Page 53</i> |
|  <i>Item 8 - Minutes 29 November 2016 Capital.pdf</i>  | <i>Page 58</i> |
|  <i>Item 8 - Minutes 30 september 2016 Capital.pdf</i> | <i>Page 63</i> |

## **9.0 DEA Fora Update (copy attached)**

|                                                                                                                                                  |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|  <i>Item 9 - DEA Report for AHC Committee - August 2017.pdf</i> | <i>Page 68</i> |
|  <i>Item 9 - DEA - action sheet - Rowallane.pdf</i>             | <i>Page 70</i> |
|  <i>Item 9 - DEA -Action Sheet - Crotlieve DEA 20.06.17.pdf</i> | <i>Page 72</i> |

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## ***Leisure and Sports***

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## **10.0 Lease of Land for Play Area at Martin's Lane Newry (copy attached)**

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|  <i>Item 10 - Martins Lane - Aug 2017.pdf</i> | <i>Page 74</i> |
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## **11.0 Active Ageing (copy attached)**

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|  <i>Item 11 - Active Ageing - August 2017.pdf</i>                              | <i>Page 77</i> |
|  <i>Item 11 - Active Aging Service Level Agreement Appendix - Aug 2017.pdf</i> | <i>Page 79</i> |

## **12.0 Commonwealth Games Queen's Baton (copy attached)**

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|  <i>Commonwealth Games Queen's Baton - Aug 2017.pdf</i> | <i>Page 84</i> |
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## **13.0 Donaghaguy Reservoir Capital Works (copy attached)**

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|  <i>Donaghaguy Reservoir - Aug 2017.pdf</i> | <i>Page 86</i> |
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## **14.0 EBA 2020 Partnerships (copy attached)**

|                                                                                                                    |                |
|--------------------------------------------------------------------------------------------------------------------|----------------|
|  <i>EBA 2020 - Aug 2017.pdf</i> | <i>Page 88</i> |
|  <i>clanrye group .pdf</i>      | <i>Page 90</i> |

## **15.0 Surestart South Armagh (copy attached)**

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|  <i>Surestart South Armagh - August 2017.pdf</i> | <i>Page 98</i> |
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## 16.0 Co Down Games Centre (copy attached)

 *Co. Down Games Centre.pdf*

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### *For Noting*

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## 17.0 Information Sharing Protocol between the Landlord Registration Registrar and the Newry Mourne and Down Council (copy attached)

 *Landlord Info Sharing - August 2017.pdf*

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 *NMDDC Information sharing protocol - Appendix - August 2017.pdf*

*Page 124*

## 18.0 Licence Agreement between Down Community & NMDDC for use of meeting room in Dan Rice Hall (copy attached)

 *Licence agreement Down Community & NMDDC for room in Dan Rice Hall.pdf*

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 *dan rice hall.pdf*

*Page 131*

## 19.0 European Rural Networkfor Job Mobility - ERN4mob project (copy attached)

 *European Rural Newtoerk for Job Mobility - Aug 2017.pdf*

*Page 140*

## 20.0 Food Service Plan (copy attached)

 *Food Service Plan - Aug 2017.pdf*

*Page 142*

# Invitees

|                          |                                                                                    |
|--------------------------|------------------------------------------------------------------------------------|
| Cllr Terry Andrews       | <a href="mailto:terry.andrews@nmandd.org">terry.andrews@nmandd.org</a>             |
| Cllr Naomi Bailie        | <a href="mailto:naomi.bailie@nmandd.org">naomi.bailie@nmandd.org</a>               |
| Cllr Patrick Brown       | <a href="mailto:patrick.brown@nmandd.org">patrick.brown@nmandd.org</a>             |
| Cllr Robert Burgess      | <a href="mailto:robert.burgess@nmandd.org">robert.burgess@nmandd.org</a>           |
| Cllr Stephen Burns       | <a href="mailto:stephen.burns@nmandd.org">stephen.burns@nmandd.org</a>             |
| Lorraine Burns           | <a href="mailto:lorraine.burns@nmandd.org">lorraine.burns@nmandd.org</a>           |
| Cllr Pete Byrne          | <a href="mailto:pete.byrne@nmandd.org">pete.byrne@nmandd.org</a>                   |
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| Cllr Andrew McMurray     | <a href="mailto:andrew.mcmurray@nmandd.org">andrew.mcmurray@nmandd.org</a>         |
| Eileen McParland         | <a href="mailto:eileen.mcparland@nmandd.org">eileen.mcparland@nmandd.org</a>       |
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| Cllr Roisin Mulgrew      | <a href="mailto:roisin.mulgrew@nmandd.org">roisin.mulgrew@nmandd.org</a>           |
| Cllr Mark Murnin         | <a href="mailto:mark.murnin@nmandd.org">mark.murnin@nmandd.org</a>                 |
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| Cllr Barra O Muiri       | <a href="mailto:barra.omuiri@nmandd.org">barra.omuiri@nmandd.org</a>               |

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|-----------------------|--------------------------------------------------------------------------------------|
| Cllr Pol O'Gribin     | <a href="mailto:pol.ogribin@nmandd.org">pol.ogribin@nmandd.org</a>                   |
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| Caroline Taylor       | <a href="mailto:Caroline.Taylor@downdc.gov.uk">Caroline.Taylor@downdc.gov.uk</a>     |
| Cllr Jarlath Tinnelly | <a href="mailto:jarlath.tinnelly@nmandd.org">jarlath.tinnelly@nmandd.org</a>         |
| Cllr John Trainor     | <a href="mailto:john.trainor@nmandd.org">john.trainor@nmandd.org</a>                 |
| Central Support Unit  | <a href="mailto:central.support@nmandd.org">central.support@nmandd.org</a>           |
| Cllr William Walker   | <a href="mailto:william.walker@nmandd.org">william.walker@nmandd.org</a>             |
| Mrs Marie Ward        | <a href="mailto:marie.ward@nmandd.org">marie.ward@nmandd.org</a>                     |
| Adam Wilkinson        | <a href="mailto:adam.wilkinson@nmandd.org">adam.wilkinson@nmandd.org</a>             |

**ACTIONS OUTSTANDING FROM PREVIOUS ACTIVE & HEALTHY COMMUNITIES MEETINGS**

| Minute Ref   | Subject                      | Decision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Lead Officer | Actions taken/<br>Progress to date                                                                                                                                                                                                        | Remove from<br>Action Sheet<br>Y/N |
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|              |                              | •                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                                                                                                                                                                                                                                           |                                    |
| AHC/117/2016 | Indoor Leisure Business Plan | <p>It was agreed to approve as follows as per Report dated 19 September 2016 regarding Indoor Leisure Business Plan Update: The Council to progress the recommendations set out in the Report, specifically Table 3 (as per Appendix A), and engage assistance where necessary, in order to achieve this plan by the end of 2020/21 financial year, specifically:</p> <ul style="list-style-type: none"> <li>• ICT – immediate review, enhancement and implementation of modern infrastructure by end of 2016/17 to support Business Plan objectives and reporting.</li> <li>• Marketing and Branding – immediate development and implementation of a strategy to include sub brand, transparent customer journey, staff training and recruitment of additional resource by end of 2016/17.</li> <li>• Pricing – review and simplification of structure with presentation of proposals for Committee decision by end of 2016/17.</li> <li>• Programme and Resource – develop clear linkages with</li> </ul> | R Moore      | <p>ICT – Phase 1 complete April 17, Phase 2 In progress</p> <p>Marketing and Branding – in progress</p> <p>Pricing – complete Feb 17</p> <p>Programme and resource – in progress</p> <p>Additional income opportunities – in progress</p> | N                                  |

| Minute Ref   | Subject                        | Decision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Lead Officer | Actions taken/<br>Progress to date | Remove from<br>Action Sheet<br>Y/N |
|--------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|------------------------------------|
|              |                                | <p>other departments, specifically Sports Development, to begin to increase participation and programmes on offer with additional 2 Officers resource as identified, recruited by end of 2016/17.</p> <ul style="list-style-type: none"> <li>• Additional income opportunities – develop proposals for consideration for facility enhancements for use of low occupancy space and specifically Kilkeel Leisure Centre Fitness Suite Space by end of 2017/18.</li> </ul>                                                                                                                                                          |              |                                    |                                    |
| AHC/118/2016 | Newry Leisure Centre – Phase 2 | <p>It was agreed as follows as per recommendation contained in report dated 19 September 2016 from Mr K Gordon, Head of Indoor Leisure, regarding Newry Leisure Centre – Phase 2 – Operating Model:</p> <ul style="list-style-type: none"> <li>• To approve opening arrangements</li> <li>• Officers to commence consultation with staff over proposed hours and shifts and also clubs and user groups in relation to booking provision</li> <li>• On conclusion of consultation process, officers to provide an accurate budget proposal for 2017/18 Rate Estimates process</li> <li>• Officers and staff to further</li> </ul> | R Moore      | In progress                        | N                                  |



| Minute Ref   | Subject                                                                                                   | Decision                                                                                                                                                                                                                                                                                                                                           | Lead Officer | Actions taken/<br>Progress to date                                                                                     | Remove from<br>Action Sheet<br>Y/N |
|--------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------|
|              |                                                                                                           | develop the transitional plans and preparations needed for the future opening of Newry Leisure Centre Phase 2. These proposed arrangements should allow an ability to adapt over time as customer focus will be key.                                                                                                                               |              |                                                                                                                        |                                    |
| AHC/169/2016 | Creche Space Operating Model for Newry Leisure Centre – Phase 2                                           | It was agreed to accept the officer's recommendation not to proceed with making arrangements to operate a drop-in baby minding service and research alternate operating models and use for the space and bring a report back to Committee at a later date detailing proposed options for consideration.                                            | R Moore      | <b>In progress</b>                                                                                                     | N                                  |
| AHC/14/2017  | Ballyhornan Coastal Improvement                                                                           | It was agreed that an interpretation panel be included explaining to the public why the fence had been erected.                                                                                                                                                                                                                                    | D Begley     | <b>Creative Circle have completed the artwork for the sign and it will be printed and erected as soon as possible.</b> | N                                  |
|              |                                                                                                           | 1.                                                                                                                                                                                                                                                                                                                                                 |              |                                                                                                                        |                                    |
| AHC/20/2017  | Proposed Licence Agreement between the Down Community and NMDDC for use of Meeting Room in Dan Rice Hall. | <ol style="list-style-type: none"> <li>1. Approval given to the LPS valuation for proposed 5 yr licence for the full use of the meeting room in Dan Rice Hall by the Down Community Group (estimate for both 5 and 7 days).</li> <li>2. If the valuation is agreeable to both parties; documentation in relation to a Licence agreement</li> </ol> | J McCann     | <b>Ongoing</b>                                                                                                         | N                                  |

| Minute Ref  | Subject                                             | Decision                                                                                                                                                                                                                                                                                                                                                                                                                                      | Lead Officer | Actions taken/<br>Progress to date | Remove from<br>Action Sheet<br>Y/N |
|-------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|------------------------------------|
|             |                                                     | be drawn up and brought back to Committee for approval.                                                                                                                                                                                                                                                                                                                                                                                       |              |                                    |                                    |
| AHC/56/2017 | Action Sheet of AHC Committee held on 20 March 2017 | AHC/38/2017 - Presentation – ORNI<br>It was agreed to proceed to develop an SLA with ORNI which would be brought back to the next Committee Meeting providing Members with more detail, including the level of cost required.                                                                                                                                                                                                                 | C Haughey    | In progress                        | N                                  |
| AHC/57/2017 | Community Trails SLA with Outdoor Recreation        | As above, it was agreed to proceed to develop an SLA with ORNI which would be brought back to the next Committee Meeting providing Members with more detail, including the level of cost required.                                                                                                                                                                                                                                            | C Haughey    | In progress                        | N                                  |
| AHC/62/2017 | Disability Sports Hub Project                       | It was agreed to support the development of a Disability Sports Development Plan 2017-2019 and set up a Disability Sports Hub in partnership with Disability Sport NI and to consider Council signing up to a Memorandum of Understanding with Disability Sport NI in order to accept the new Hub equipment and thereafter develop a 2 year development plan and increase access to sports for less abled.<br><br>It was recommended that the | C Haughey    | In progress                        | N                                  |

| Minute Ref  | Subject                                             | Decision                                                                                                                                                                                                                                                                                                                                                                                                         | Lead Officer | Actions taken/<br>Progress to date | Remove from<br>Action Sheet<br>Y/N |
|-------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|------------------------------------|
|             |                                                     | <p>training fund for the equipment of £1900 which was to be provided by the Council that should have been noted in the report was agreed.</p> <p>It was also agreed to ensure the Hub equipment was transferable across the District.</p>                                                                                                                                                                        |              |                                    |                                    |
| AHC/63/2017 | Expression of Interest Regards Leasing Council Land | <p>It was agreed to approve the public adverts for the Expression of Interest in line with NMDDC lease/sale policy and to approve the officer's recommendation.</p> <p>It was agreed that any submissions would be evaluated by the Administration Department to ensure their business case sets out how sports clubs would deliver on the rights of all existing users.</p>                                     | C Haughey    | <b>In progress</b>                 | N                                  |
| AHC/65/2017 | Macmillan Cancer Support Project                    | <p>It was agreed to submit the application and letter of support to the Macmillan Move More Project 2017-2020, in order to improve the quality of life for people living with cancer in Newry, Mourne and Down District and to consider recommendations as outlined below:</p> <ul style="list-style-type: none"> <li>• The Council agreed to submit the application for the partnership of Move More</li> </ul> | C Haughey    | <b>In progress</b>                 | N                                  |

| Minute Ref | Subject | Decision                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Lead Officer | Actions taken/<br>Progress to date | Remove from<br>Action Sheet<br>Y/N |
|------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|------------------------------------|
|            |         | <p>programme with Macmillan Cancer Support for Newry, Mourne and Down</p> <ul style="list-style-type: none"> <li>• The Council to approve the letter of support to Macmillan approving to be the lead partner for this project</li> <li>• If the application for the 3 year funded programme was successful then allow officers to proceed and internally recruit the coordinator post, to commence the programme from September 2017 to September 2020.</li> </ul> |              |                                    |                                    |

**ACTION SHEET ARISING FROM AHC MEETING HELD ON 19 JUNE 2017**

| Minute Ref  | Subject                                                      | Decision                                                                                                                                                                                                                             | Lead Officer | Actions taken/<br>Progress to date | Remove from<br>Action Sheet<br>Y/N |
|-------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|------------------------------------|
| AHC/83/2017 | To agree start time for AHC Meetings from June 2017-May 2018 | It was agreed that AHC Meetings from June 2017-May 2018 would being at 6pm                                                                                                                                                           | S Taggart    | <b>Actioned</b>                    | Y                                  |
| AHC/84/2017 | Community Trail SLA ORNI                                     | It was agreed to approve the Service Level Agreement with Outdoor Recreation NI (ORNI) for the 2017-18 financial year at a total cost of £69,000                                                                                     | M Lipsett    | <b>Approved.</b>                   |                                    |
| AHC/85/2017 | Directorate Business Plan                                    | It was agreed to note the Directorate Business Plan 2017-18                                                                                                                                                                          | M Lipsett    | <b>Noted</b>                       | Y                                  |
| AHC/86/2017 | Financial Assistance Review                                  | It was agreed to accept the officer's recommendations                                                                                                                                                                                | J McCabe     | <b>Ongoing</b>                     | Y                                  |
| AHC/87/2017 | The SHSSB Use of Crossmaglen Community Centre                | It was agreed to accept the recommendations, in particular the reduction in income to Crossmaglen Community Centre                                                                                                                   | J McCann     | <b>Actioned</b>                    | Y                                  |
| AHC/88/2017 | Insurance Requirements for Groups using Community Centres    | It was agreed to remove the requirement for user groups to produce evidence of insurance to book facilities and to continue requesting evidence of adequate insurance (£5m-£10m depending on activities) for Groups managing Council | J McCann     | <b>Actioned</b>                    | Y                                  |



| Minute Ref  | Subject                                                                | Decision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Lead Officer | Actions taken/<br>Progress to date | Remove from<br>Action Sheet<br>Y/N |
|-------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|------------------------------------|
|             |                                                                        | premises.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |                                    |                                    |
| AHC/89/2017 | Policy & Procedures for Use of Play Inflatables in/on Council Premises | It was agreed to accept the officer's recommendation to approve the draft Play Inflatables Policy and Procedures; approve the roll out of training for relevant Council staff and community/voluntary sector representatives.                                                                                                                                                                                                                                                                                                                                                                                         | J McCann     | Actioned                           | Y                                  |
| AHC/90/2017 | Proposed Community Facility for Ballykinlar                            | It was agreed on the proposal of Councillor Trainor, seconded by Councillor Andrews to accept the officer's recommendations as below, while officials investigate possibility of long-term solution:<br>1. Council seek costings for the relocation of the building to the former Kindle Primary School site to include any necessary reassembly works, ground preparation and services provision.<br>2. Council proceed to purchase the NIFRS building at Strangford Road, Downpatrick at a nominal fee, subject to a structural survey and confirmation that the building is suitable for transport to Ballykinlar. | A Rennick    | Approved.                          |                                    |
| AHC/91/2017 | Update Report on Logistical Support for                                | It was agreed to note the report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | J McCann     | Actioned                           | Y                                  |

| Minute Ref  | Subject                                                        | Decision                                                                                                                                                              | Lead Officer | Actions taken/<br>Progress to date | Remove from<br>Action Sheet<br>Y/N |
|-------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|------------------------------------|
|             | Events 2016/17                                                 |                                                                                                                                                                       |              |                                    |                                    |
| AHC/92/2017 | Peace IV Local Action Plan                                     | It was agreed to approve the recommendations of the Peace IV Partnership to formally appoint PCSP and the Education Authority as Partner Delivery Agents              | J McCabe     | Actioned                           | Y                                  |
| AHC/93/2017 | South Armagh/South Down Peace Centre                           | It was agreed to note the update provided on the submission of the application for the South Armagh/South Down Peace Centre                                           | J McCabe     | Noted                              | Y                                  |
| AHC/94/2017 | European Rural Network for Job Mobility – ERN4MOB Project      | It was agreed to note the contents of the report.                                                                                                                     | J McCabe     | Noted                              | Y                                  |
| AHC/95/2017 | Social Investment Fund 'Work It' Training & Employment Project | It was agreed to note the update provided on Social Investment Fund 'Work It' Training and Employment Project.                                                        | J McCabe     | Noted                              | Y                                  |
| AHC/96/2017 | Saintfield Community Centre Project                            | It was agreed to approve the business cases for Saintfield Community Centre, Indoor 3G facility and outdoor 2G surface and proceed with the delivery of the projects. | J McCabe     | Approved.                          |                                    |
| AHC/98/2017 | PCSP                                                           | It was agreed to note the update on the on-going work of the PCSP.                                                                                                    | S Fearon     | Noted                              | Y                                  |

| Minute Ref   | Subject                                                                             | Decision                                                                                                                                                                                                                                                                  | Lead Officer | Actions taken/<br>Progress to date | Remove from<br>Action Sheet<br>Y/N |
|--------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|------------------------------------|
| AHC/99/2017  | Lease of Land at 16 The Square, Rostrevor to Men's Shed for further One Year Period | It was agreed to agree a one year extension to licence agreement to Men's Shed, Rostrevor, at a peppercorn rent. Area of Licence to be extended to include all of ground floor and outdoor storage, subject to Estates Section being satisfied that all is in order.      | B Magill     |                                    |                                    |
| AHC/100/2017 | Play Strategy Update                                                                | It was agreed to note the Play Strategy Update; approve tender process for fixed play equipment; approve commencement of Consultation process; commence non-fixed play recommendations within each DEA i.e. free play schemes and community training.                     | C Haughey    |                                    |                                    |
| AHC/101/2017 | Clubmark NI Online Scheme – Operating Protocols                                     | It was agreed to approve NMDDC Clubmark NI Online Scheme – Operating Protocols and the licensing agreement with Sport NI.<br>It was also agreed that officials write to those clubs in the District whose membership of Clubmark had lapsed to remind them to renew same. | C Haughey    |                                    |                                    |
| AHC/102/2017 | Sport NI's Small Grants Letter of Offer                                             | It was agreed to approve the offer from SportNI small grants                                                                                                                                                                                                              | C Haughey    |                                    |                                    |



| Minute Ref   | Subject                                                                              | Decision                                                                                                                                                                                 | Lead Officer | Actions taken/<br>Progress to date | Remove from<br>Action Sheet<br>Y/N |
|--------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|------------------------------------|
|              |                                                                                      | scheme to be controlled and managed directly by Council.                                                                                                                                 |              |                                    |                                    |
| AHC103/2017  | Leasing and Purchasing of Council Land                                               | It was agreed to amend the previous report in April 2017 with regard to leasing/sale of Council lands.                                                                                   | C Haughey    |                                    |                                    |
| AHC/104/217  | Loose Fixtures, Fittings and Equipment needed for the new Downpatrick Leisure Centre | It was agreed to procure the loose fixtures, fittings and equipment that were not included within the tender contract award and that were needed for the new Downpatrick Leisure Centre. | K Gordon     |                                    |                                    |
| AHC/105/2017 | Newry Leisure Centre Phase 2 Transitional Arrangements                               | It was agreed to note the contents of the report.                                                                                                                                        | K Gordon     | <b>Noted</b>                       | Y                                  |
| AHC/106/2017 | New Downpatrick Leisure Centre Operating Arrangements                                | It was agreed to approve the new Downpatrick Leisure Centre operating arrangements.                                                                                                      | K Gordon     |                                    |                                    |
| AHC/107/2017 | Indoor Leisure Marketing Plan                                                        | The Indoor Leisure Marketing Plan was agreed.                                                                                                                                            | K Gordon     |                                    |                                    |
| AHC/108/2017 | Indoor Leisure Fitness Suite Operating Arrangements                                  | It was agreed to proceed with maintaining over 60 membership permissions to allow unlimited access to its swimming pools/sauna/steam room at £3.60 per year and                          | K Gordon     |                                    |                                    |

| Minute Ref   | Subject                                                                                                   | Decision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Lead Officer | Actions taken/<br>Progress to date                                                 | Remove from<br>Action Sheet<br>Y/N |
|--------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------|------------------------------------|
|              |                                                                                                           | promotion of a new over 60's gym membership category at £15 per month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |                                                                                    |                                    |
| AHC/109/2017 | Licence – Fishing Rights at Donaghaguy Reservoir, Warrenpoint                                             | It was agreed to extend the 1 year licence agreement with Warrenpoint, Rostrevor and District Angling Club – commencing 1 July 2017 – for fishing rights at Donaghaguy Reservoir.<br>It was also agreed that conditions to be similar to the previous licence agreement but with the provision that the Club would be responsible for regular safety inspection of the site and in particular the fishing stands. It was also agreed to permit use of small Club boat to carry out maintenance works and re-stocking of reservoir with fish. | B Magill     | <b>Awaiting Estates to check electricity and water. Licence Agreement drafted.</b> | N                                  |
| AHC/110/2017 | Request from Keep Northern Ireland Beautiful for Eco Schools Post Support Contribution for period 2017-18 | It was agreed to approve the contribution of £1500 for the period 2017-18 to Keep Northern Ireland Beautiful for Eco Schools Post Support Contribution                                                                                                                                                                                                                                                                                                                                                                                       | S McEldowney | <b>Actioned</b>                                                                    | Y                                  |
| AHC/111/2017 | Sustainable Development and Climate Change Standing Forum                                                 | The report of the Sustainable Development and Climate Change Forum Meeting that was held on 15 May 2017 was noted.                                                                                                                                                                                                                                                                                                                                                                                                                           | S McEldowney | <b>Noted</b>                                                                       | Y                                  |

| Minute Ref   | Subject                                                                                | Decision                                                                                                                   | Lead Officer | Actions taken/<br>Progress to date | Remove from<br>Action Sheet<br>Y/N |
|--------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|------------------------------------|
| AHC/112/2017 | Consultation Response UK Air Quality Plan – Nitrogen Dioxide                           | The submission of the consultation response to UK Air Quality Plan – Nitrogen Dioxide was agreed.                          | S McEldowney | <b>Response Submitted</b>          | Y                                  |
| AHC/113/2017 | Letter received from Department for Communities regarding the Affordable Warmth Scheme | It was agreed to write a letter to Department for Communities expressing the Committee's disappointment at their response. | E Devlin     |                                    |                                    |
| AHC/114/2017 | Scheme of Delegation                                                                   | It was agreed to note the contents of the Scheme of Delegation Report.                                                     | M Lipsett    | <b>Noted</b>                       | Y                                  |



|                                                     |                                                                                                          |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Report to:</b>                                   | Active and Healthy Communities Committee                                                                 |
| <b>Date of Meeting:</b>                             | 21 August 2017                                                                                           |
| <b>Subject:</b>                                     | Advance payments to SLA/FMA community organisations.                                                     |
| <b>Reporting Officer<br/>(Including Job Title):</b> | Janine Hillen<br>Assistant Director Community Engagement                                                 |
| <b>Contact Officer<br/>(Including Job Title):</b>   | Julie Mc Cann, Head for Community Services Events<br>Justyna McCable, Head for Strategic Programmes Unit |

#### Decisions required:

- Members are asked to consider the contents of the report below and to approve the release of up to 50% advance funding for Community Groups in receipt of Facility Management Agreements (FMAs) and Service Level Agreements (SLAs) going forward.

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.0</b> | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1.1        | <p>AHC Committee has previously agreed in Jan 2016 to enter into agreed Service Level Agreement (SLA) and Facility Management Agreements (FMA) for community centres and organisations for the period 2016 – 2017. It was further agreed, to continue allocations <i>'for the remaining life of the current Council'</i> and until the Audit of Community Centre Effectiveness was completed.</p> <p>The Strategic Programmes Section administers and manages the SLA/FMAs including the payment of claims. Across the two legacy Councils there were 4 different methods of processing the claims which was not manageable going forward.</p> <p>To assist groups in the effective management of centres and to implement a streamlined process, a number of changes were introduced to this process (agreed SPR Committee May 2016). For example; completion of a small application to ascertain what the organisation is going to do in the year ahead. Meetings were arranged with organisations to explain the new process and AHC staff have continued to assist with queries on-going.</p> |
| <b>2.0</b> | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.1        | <p>Feedback from some organisations throughout these meetings has indicated that groups require financial support in the form of advance payments, so as to meet the costs of managing centres in a timely manner.</p> <p>An advance of up to 50% would align with recent Committee decisions relating to upfront payments for successful applicants of the Financial Assistance process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3.1        | That Members approve the release of up to 50% advance funding for Community                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|            |                                                                                                                      |
|------------|----------------------------------------------------------------------------------------------------------------------|
|            | Groups in receipt of Facility Management Agreements (FMAs) and Service Level Agreements (SLAs) going forward.        |
| <b>4.0</b> | <b>Resource implications</b>                                                                                         |
| 4.1        | Allocations by AHC for SLA/FMA's (included within rates estimates)                                                   |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                     |
| 5.1        | Finalised Community Centre Effectiveness Review to inform future allocations and ensure equitable spread of support. |
| <b>6.0</b> | <b>Appendices</b>                                                                                                    |
|            | Appendix I: List of FMA/SLA groups                                                                                   |

| <b>Facility Management Agreement</b>           | <b>Service Level Agreement</b>                |
|------------------------------------------------|-----------------------------------------------|
| <u>Centres Involved:</u>                       | <u>Centres Involved:</u>                      |
| Annalong                                       | Ardglass CC                                   |
| Loanda House (Barcroft)                        | Ballyhoran & District CA                      |
| Barnmeen                                       | Bright CC                                     |
| Cabra                                          | Burren                                        |
| Castlewellan                                   | Crossgar War Memorial Wall Committee          |
| Cullyhanna                                     | Dunsford Community Resource Centre            |
| Derrybeg                                       | Inverbrena Community Association              |
| Dorsey                                         | Jerretspass                                   |
| Forkhill                                       | Killough Youth and Community Hall             |
| Hilltown                                       | Lislea                                        |
| Kitty's Rd                                     | Longstone                                     |
| Lisnacree                                      | Mayobridge                                    |
| Meadow/Armagh Rd                               | Newcastle Glees Musical Society               |
| Meigh                                          |                                               |
| Mullaghbane                                    |                                               |
| Newtownhamilton                                |                                               |
| Three Ways                                     |                                               |
|                                                |                                               |
| <b><i>Total amount awarded: £80,108.65</i></b> | <b><i>Total amount awarded:£35,600.00</i></b> |



|                                                     |                                                         |
|-----------------------------------------------------|---------------------------------------------------------|
| <b>Report to:</b>                                   | <b>Active and Healthy Communities</b>                   |
| <b>Date of Meeting:</b>                             | 21 August 2017                                          |
| <b>Subject:</b>                                     | Financial Assistance                                    |
| <b>Reporting Officer<br/>(Including Job Title):</b> | Janine Hillen, Assistant Director: Community Engagement |
| <b>Contact Officer<br/>(Including Job Title):</b>   | Justyna McCabe, Programmes Manager                      |

### Decisions required:

The following recommendations are made for approval:

1. Approval to fund applications in Call 2 2017/18 as detailed in Appendix 1 (this includes an enhanced Christmas Illuminations budget)
2. Approval for Financial Assistance Call 3 (Sports Development and Capital Call 2018/19) (subject to budget).

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.0</b> | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1.1        | <p>The second call for Financial Assistance opened on Monday 26 June and closed on Tuesday 1 August 2017 with a total of 95 applications received under the following themes:</p> <ul style="list-style-type: none"> <li>• Christmas Illuminations</li> <li>• PCSP</li> <li>• Good Relations</li> </ul> <p>Attached is a report which provides a breakdown of the number of applications, pass and fail at each stage of the process, geographical spread of the applications received and successful and a breakdown of the final allocations to successful applicants.</p> <p>Requests for support from groups under the Christmas Illuminations theme totalled £76,688.97; following the completion of a Value for Money exercise the award amount has been reduced to £42,750. This exceeds the original budget of £30k, however it is anticipated (as evidenced in previous calls) that 100% of this money may not be vouched.</p> |
| 1.2        | <p>It is anticipated that Call 3 will open in September 2017 under the following themes:</p> <ul style="list-style-type: none"> <li>• Sports Development (subject to funding)</li> <li>• Capital Projects 2018/18 (subject to funding)</li> </ul> <p>The proposal to open an additional Capital Project theme in Financial Assistance Call 3 is being considered to allow groups to receive confirmation of funding and initiate project spend early in the new 18/19 financial year. This will also provide an opportunity for Council to verify project spend throughout the next financial year and assist with completion of final payment and auditing against each claim.</p>                                                                                                                                                                                                                                                     |

|            |                                                                                                                                                                                                                                                                                                                     |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2.0</b> | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                  |
| 2.1        | Managing the unsuccessful outcomes through the review process.                                                                                                                                                                                                                                                      |
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                             |
| 3.1        | <p>The following recommendations are made for approval:</p> <ol style="list-style-type: none"> <li>1. Approval to fund applications in Call 2 2017/18 as detailed in Appendix 1.</li> <li>2. Approval for Financial Assistance Call 3 (Sports Development and Capital Call 2018/19) (subject to budget).</li> </ol> |
| <b>4.0</b> | <b>Resource implications:</b>                                                                                                                                                                                                                                                                                       |
| 4.1        | The total amount awarded for each theme has been agreed as part of the rates process.                                                                                                                                                                                                                               |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                                                                                                                                                                                                    |
| 5.1        | There is an inclusion of equality and good relations within the applications and the process is underpinned by Equality and Good Relations principles.                                                                                                                                                              |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                                                                                                                                                                                                   |
|            | Appendix 1: Call 2 Analysis                                                                                                                                                                                                                                                                                         |

Call 2 for Financial Assistance 2017  
Newry, Mourne and Down District Council

Applications received 95

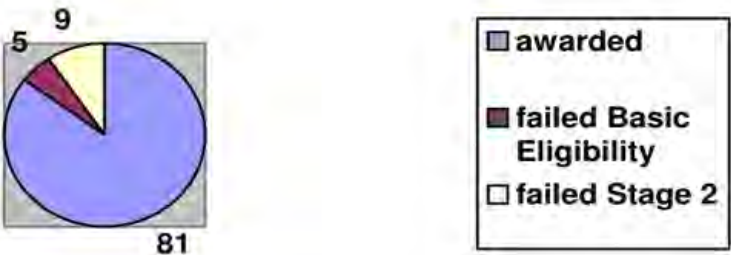
Applications received 95

Applications recommended for funding 81  
Total applications awarded 85%

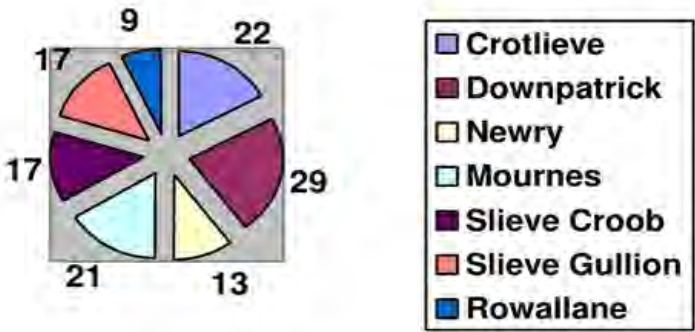
Amount requested from successful applicants: £114,590.97  
Total amount awarded to successful applicants: £78,332.00

Of the 95 applications:

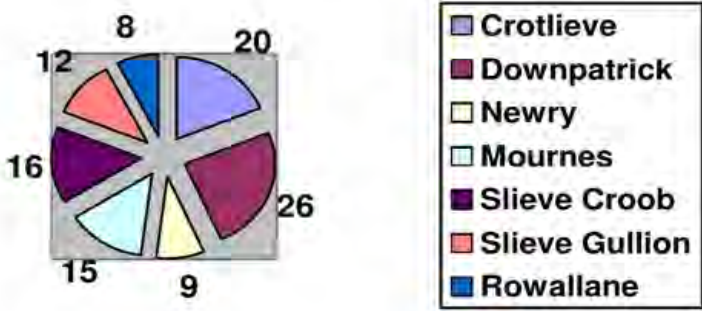
- 81 were awarded
- 5 failed Basic Eligibility = 5%
- 9 failed stage 2 Scoring = 9%



Applications Received by Project  
Delivery Area



Applications Awarded by Project  
Delivery Area



# Breakdown of Applications per stage & Final Amount Recommended for Award

## Good Relations

37 applications

### Stage 1 = 2 Fail

| Ref        | Passed basic eligibility |
|------------|--------------------------|
| GR-3-2017  | No                       |
| GR-33-2017 | No                       |

### Stage 2 = 5 Fail

| Ref        | Passed basic eligibility | Stage 2 |
|------------|--------------------------|---------|
| GR-12-2017 | yes                      | No      |
| GR-16-2017 | yes                      | No      |
| GR-20-2017 | yes                      | No      |
| GR-21-2017 | yes                      | No      |
| GR-25-2017 | yes                      | No      |

### Stage 1 & 2 = 30 Pass & Amount Recommended for Awarded

| Ref                  | Passed basic eligibility | Stage 2 | Recommended Amount Awarded |
|----------------------|--------------------------|---------|----------------------------|
| GR-1-2017            | yes                      | yes     | £750.00                    |
| GR-2-2017            | yes                      | yes     | £650.00                    |
| GR-4-2017            | yes                      | yes     | £750.00                    |
| GR-5-2017            | yes                      | yes     | £650.00                    |
| GR-6-2017            | yes                      | yes     | £750.00                    |
| GR-7-2017            | yes                      | yes     | £600.00                    |
| GR-8-2017            | yes                      | yes     | £650.00                    |
| GR-9-2017            | yes                      | yes     | £600.00                    |
| GR-10-2017           | yes                      | yes     | £750.00                    |
| GR-11-2017           | yes                      | yes     | £480.00                    |
| GR-13-2017           | yes                      | yes     | £470.00                    |
| GR-14-2017           | yes                      | yes     | £650.00                    |
| GR-15-2017           | yes                      | yes     | £650.00                    |
| GR-17-2017           | yes                      | yes     | £750.00                    |
| GR-18-2017           | yes                      | yes     | £750.00                    |
| GR-19-2017           | yes                      | yes     | £600.00                    |
| GR-22-2017           | yes                      | yes     | £750.00                    |
| GR-23-2017           | yes                      | yes     | £750.00                    |
| GR-24-2017           | yes                      | yes     | £750.00                    |
| GR-26-2017           | yes                      | yes     | £750.00                    |
| GR-27-2017           | yes                      | yes     | £700.00                    |
| GR-28-2017           | yes                      | yes     | £700.00                    |
| GR-29-2017           | yes                      | yes     | £750.00                    |
| GR-30-2017           | yes                      | yes     | £350.00                    |
| GR-31-2017           | yes                      | yes     | £750.00                    |
| GR-32-2017           | yes                      | yes     | £750.00                    |
| GR-34-2017           | yes                      | yes     | £550.00                    |
| GR-35-2017           | yes                      | yes     | £550.00                    |
| GR-36-2017           | yes                      | yes     | £650.00                    |
| GR-37-2017           | yes                      | yes     | £750.00                    |
| <b>Total Awarded</b> |                          |         | <b>£20,000.00</b>          |

# Breakdown of Applications per stage & Final Amount Recommended for Award

## PCSP

24 applications

### Stage 1 = 2 Fail

| Ref         | Passed basic eligibility |
|-------------|--------------------------|
| PCSP-1-2017 | No                       |
| PCSP-2-2017 | No                       |

### Stage 2 = 1 Fail

| Ref          | Passed basic eligibility | Stage 2 |
|--------------|--------------------------|---------|
| PCSP-12-2017 | yes                      | No      |

### Stage 1 & 2 = 21 Pass & Amount Recommended for Awarded

| Ref                  | Passed basic eligibility | Stage 2 | Recommended Amount Awarded |
|----------------------|--------------------------|---------|----------------------------|
| PCSP-3-2017          | yes                      | yes     | £750.00                    |
| PCSP-4-2017          | yes                      | yes     | £750.00                    |
| PCSP-5-2017          | yes                      | yes     | £750.00                    |
| PCSP-6-2017          | yes                      | yes     | £712.00                    |
| PCSP-7-2017          | yes                      | yes     | £750.00                    |
| PCSP-8-2017          | yes                      | yes     | £750.00                    |
| PCSP-9-2017          | yes                      | yes     | £750.00                    |
| PCSP-10-2017         | yes                      | yes     | £750.00                    |
| PCSP-11-2017         | yes                      | yes     | £750.00                    |
| PCSP-13-2017         | yes                      | yes     | £750.00                    |
| PCSP-14-2017         | yes                      | yes     | £750.00                    |
| PCSP-15-2017         | yes                      | yes     | £650.00                    |
| PCSP-16-2017         | yes                      | yes     | £700.00                    |
| PCSP-17-2017         | yes                      | yes     | £700.00                    |
| PCSP-18-2017         | yes                      | yes     | £750.00                    |
| PCSP-19-2017         | yes                      | yes     | £720.00                    |
| PCSP-20-2017         | yes                      | yes     | £750.00                    |
| PCSP-21-2017         | yes                      | yes     | £750.00                    |
| PCSP-22-2017         | yes                      | yes     | £750.00                    |
| PCSP-23-2017         | yes                      | yes     | £750.00                    |
| PCSP-24-2017         | yes                      | yes     | £750.00                    |
| <b>Total Awarded</b> |                          |         | <b>£15,482.00</b>          |

**Breakdown of Applications per stage &  
Final Amount Recommended for Award**  
**Christmas Illuminations**  
34 applications

**Stage 1 = 1 Fail**

| Ref        | Passed basic eligibility |
|------------|--------------------------|
| CH-33-2017 | No                       |

**Stage 2 = 3 Fail**

| Ref        | Passed basic eligibility | Stage 2 |
|------------|--------------------------|---------|
| CH-4-2017  | Yes                      | No      |
| CH-9-2017  | Yes                      | No      |
| CH-32-2017 | yes                      | No      |

**Stage 1 & 2 - 30 Pass & Amount Recommended for Awarded**

| Ref                  | Passed basic eligibility | Stage 2 | Recommended Amount Awarded |
|----------------------|--------------------------|---------|----------------------------|
| CH-1-2017            | yes                      | yes     | £1,500.00                  |
| CH-2-2017            | yes                      | yes     | £1,500.00                  |
| CH-3-2017            | yes                      | yes     | £1,500.00                  |
| CH-5-2017            | yes                      | yes     | £1,300.00                  |
| CH-6-2017            | yes                      | yes     | £750.00                    |
| CH-7-2017            | yes                      | yes     | £1,500.00                  |
| CH-8-2017            | yes                      | yes     | £1,400.00                  |
| CH-10-2017           | Yes                      | yes     | £1,500.00                  |
| CH-11-2017           | Yes                      | yes     | £1,500.00                  |
| CH-12-2017           | Yes                      | yes     | £1,500.00                  |
| CH-13-2017           | Yes                      | yes     | £1,500.00                  |
| CH-14-2017           | Yes                      | yes     | £1,500.00                  |
| CH-15-2017           | Yes                      | yes     | £1,500.00                  |
| CH-16-2017           | Yes                      | yes     | £1,000.00                  |
| CH-17-2017           | Yes                      | yes     | £1,500.00                  |
| CH-18-2017           | Yes                      | yes     | £1,500.00                  |
| CH-19-2017           | Yes                      | yes     | £1,500.00                  |
| CH-20-2017           | Yes                      | yes     | £1,500.00                  |
| CH-21-2017           | Yes                      | yes     | £1,400.00                  |
| CH-22-2017           | Yes                      | yes     | £1,500.00                  |
| CH-23-2017           | Yes                      | yes     | £1,000.00                  |
| CH-24-2017           | Yes                      | yes     | £1,500.00                  |
| CH-25-2017           | Yes                      | yes     | £1,400.00                  |
| CH-26-2017           | Yes                      | yes     | £1,500.00                  |
| CH-27-2017           | Yes                      | yes     | £1,500.00                  |
| CH-28-2017           | Yes                      | yes     | £1,500.00                  |
| CH-29-2017           | Yes                      | yes     | £1,500.00                  |
| CH-30-2017           | Yes                      | yes     | £1,500.00                  |
| CH-31-2017           | Yes                      | yes     | £1,500.00                  |
| CH-34-2017           | Yes                      | yes     | £1,500.00                  |
| <b>Total Awarded</b> |                          |         | <b>£42,750</b>             |



|                                                     |                                                         |
|-----------------------------------------------------|---------------------------------------------------------|
| <b>Report to:</b>                                   | Active and Healthy Communities Committee                |
| <b>Date of Meeting:</b>                             | 21 August 2017                                          |
| <b>Subject:</b>                                     | South Armagh/South Down Peace Centre                    |
| <b>Reporting Officer<br/>(Including Job Title):</b> | Janine Hillen, Assistant Director: Community Engagement |
| <b>Contact Officer<br/>(Including Job Title):</b>   | Justyna McCabe, Programmes Manager                      |

|                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decisions required:</b>                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>Members are asked to consider the report and provide approval to: <ul style="list-style-type: none"> <li>Lodge an application for full planning permission to progress the application</li> </ul> </li> </ul> |                                                                                                                                                                                                                                                                                                                                    |
| <b>1.0</b>                                                                                                                                                                                                                                           | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                     |
| 1.1                                                                                                                                                                                                                                                  | <p>The application to SEUPB for the South Armagh/South Down Peace Centre was submitted in May 2017 and the assessment process has commenced.</p> <p>Outline planning permission for the project was obtained in January 2017 and the Council as Lead Partner is required to lodge an application for full planning permission.</p> |
| <b>2.0</b>                                                                                                                                                                                                                                           | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                 |
| 2.1                                                                                                                                                                                                                                                  | Controlling the expectations of the community as there will only be eight iconic projects funded through this programme.                                                                                                                                                                                                           |
| <b>3.0</b>                                                                                                                                                                                                                                           | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                                            |
| 3.1                                                                                                                                                                                                                                                  | <p>That Members consider the report and, provide approval to :</p> <ul style="list-style-type: none"> <li>Lodge an application for full planning permission to progress the application</li> </ul>                                                                                                                                 |
| <b>4.0</b>                                                                                                                                                                                                                                           | <b>Resource implications:</b>                                                                                                                                                                                                                                                                                                      |
| 4.1                                                                                                                                                                                                                                                  | Cost of application for full planning permission, approximately £25,000.                                                                                                                                                                                                                                                           |
| <b>5.0</b>                                                                                                                                                                                                                                           | <b>Equality and good relations implications:</b>                                                                                                                                                                                                                                                                                   |
| 5.1                                                                                                                                                                                                                                                  | This was undertaken as part of the application process.                                                                                                                                                                                                                                                                            |
| <b>6.0</b>                                                                                                                                                                                                                                           | <b>Appendices</b>                                                                                                                                                                                                                                                                                                                  |
| 6.1                                                                                                                                                                                                                                                  | None                                                                                                                                                                                                                                                                                                                               |

|                                                     |                                                                                                                            |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item:</b>                                 |                                                                                                                            |
| <b>Report to:</b>                                   | Active & Healthy Communities Committee                                                                                     |
| <b>Date of Meeting:</b>                             | 21 August 2017                                                                                                             |
| <b>Subject:</b>                                     | Proposed replacement of Cullyhanna Community Centre Main Hall Floor                                                        |
| <b>Reporting Officer<br/>(Including Job Title):</b> | Janine Hillen, Assistant Director, Community Engagement                                                                    |
| <b>Contact Officer<br/>(Including Job Title):</b>   | Taücher McDonald, Slieve Gullion DEA Coordinator<br>Julie McCann, Head of Service, Community Services, Events & Facilities |

### Decisions required:

#### Members are asked to consider the contents of the report

- **Members are asked to consider the contents of the report and agree to replace flooring in the main hall of Cullyhanna Community Centre at a cost of approx. £11,000.**

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.0</b> | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1.1        | <p>Cullyhanna Community Centre is a well-used facility with a number of varied users. One of the key users of the centre is the local bowls club. Bowls has become a very popular sport in the area and participation in this sport has improved the quality of life for residents in the area by creating an opportunity for cross-community/generational engagement, as well as providing an additional activity and social outlet for residents, who are not able for more strenuous activities.</p> <p>Like many of the community groups in the area, the club use the centre weekly from Sept- May to practice for upcoming tournaments that take place around the country.</p> <p>The Slieve Gullion DEA Forum have requested that the committee consider replacing the hall floor.</p> |
| <b>2.0</b> | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.1        | <p>Currently there is a 15mm gap in the floor. The Council's Estates department have examined the floor and have concluded that the gap poses no health and safety risk to the general users of the community centre. This has also been confirmed by an independent flooring company who examined the floor.</p> <p>The Bowls Club however, have stated that the 15mm gap inhibits their ability to make full use of the floor as it does not meet bowling standards, and as a result puts players, at a disadvantage when practicing to compete in tournaments around the country.</p> <p><u>Proposed Approaches</u></p>                                                                                                                                                                    |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <p>There are two approaches available to Council in relation to the floor.</p> <p>Option 1 – Sand, fill and reseal the floor at a cost of £2,000 but this will not remove the uneven surface.</p> <p>Option 2 – Replace the entire main floor including installing cradles to level out the floor at a cost of £11,000 approx.</p>                                                                                            |
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3.1        | That Members consider the contents of the report and agree to replace flooring in the main hall of Cullyhanna Community Centre at a cost of approx. £11,000.                                                                                                                                                                                                                                                                  |
| <b>4.0</b> | <b>Resource implications</b>                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.1        | <p>To replace the floor to meet bowling club standards will cost approx. £11,000. This will require a tender process to be carried out via the estates dept. The centre would also have to close for a number of weeks to allow the works to be completed which may have a knock on effect to other user groups.</p> <p>This allocation would be covered within the existing capital budget for Community Centre Repairs.</p> |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                                                                                                                                                                                                                                                                                                              |
| 5.1        | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6.1        | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                |

|                                                     |                                                        |
|-----------------------------------------------------|--------------------------------------------------------|
| <b>Agenda Item:</b>                                 |                                                        |
| <b>Report to:</b>                                   | Active and Healthy Communities Committee               |
| <b>Date of Meeting:</b>                             | 21 August 2017                                         |
| <b>Subject:</b>                                     | Social Investment Fund (SIF) Project Update            |
| <b>Reporting Officer<br/>(Including Job Title):</b> | Janine Hillen, Assistant Director Community Engagement |
| <b>Contact Officer<br/>(Including Job Title):</b>   | Justyna McCabe, Head of Strategic Programmes           |

### Decisions required:

**Members are asked to consider the contents of the report and to give approval for the Project Board to continue to manage the delivery of these projects subject to on-going update reports.**

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.0</b> | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.1        | <p>The Council is covered by two Social Investment Zones – Southern (legacy Newry and Mourne) and South Eastern (legacy Down).</p> <p>Council accepted a Letter of Offer from OFMDFM for £1,681.218 at the April 2016 SPR meeting (including management fees) to deliver a number of South Eastern Capital Projects. These include (Community Operated Sports Facilities) :</p> <p>Downpatrick Football Club (£408,783)<br/> Ballyhornan Family Centre (£467,582)<br/> Kilcooley Community Forum (£547,500)</p> <p>Match funding of £265k has been set aside in Council reserves for both the Downpatrick and Ballyhornan projects. Other funding sources include Department for Communities (DFC) and Ulster Wildlife Trust.</p> <p>A further Letter of Offer for £527,591 has been accepted by the Council at SPR Committee (May 2017) for the development of the Castlewellan Community Centre.</p> |
| <b>2.0</b> | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2.1        | <p>A SIF Capital Project Board was established at the request of The Executive Office (TEO) and Department for Communities: the membership includes representation from Council, Department for Communities and Council Officers.</p> <p><b>As a result of recent Council restructuring, reports from the Capital Project Board Meeting will now be tabled at AHC.</b></p> <p>The following minutes are attached for members information:</p> <ul style="list-style-type: none"> <li>• 30<sup>th</sup> September 2016</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |

- 17<sup>th</sup> October 2016
- 29<sup>th</sup> November 2016
- 13<sup>th</sup> January 2017
- 17<sup>th</sup> February 2017
- 14<sup>th</sup> April 2017
- 22<sup>nd</sup> May 2017
- 21<sup>st</sup> July 2017

Members should note the following progress to date:

#### **Community Operated Sports Facilities**

- The Executive Office has agreed to initiate a process to split the 3 projects.
- Site investigations are on-going
- Clarification is being sought on the standard, size and associated changing facilities for each pitch
- New spend profiles are being detailed and will be forwarded to TEO for approval
- Integrated Consultancy Teams have been appointed

#### **Ballyhornan**

- The community association are currently progressing the purchase of the lands necessary for the progression of the project
- Discussions with the group are on-going

#### **Kilcooley**

- Negotiations continue with NIHE regarding the transfer of land at £0 cost
- Further procurement relating to the project will be progressed following the resolution of land issues

#### **Downpatrick**

- Changing room requirements are being updated

#### **Castlewellan Community Centre**

- The Letter of Offer to be reissued to Council following project amendments (re: timescale and onsite works)
- A tender has been completed to move portacabins currently on site and board approval given to proceed to award stage
- On-going discussions have taken place with Castlewellan Community Partnership
- Post project management support is being developed to assist groups
- The tender process for the Centre has been completed by the council and approved by CPD and TEO with the successful contractor appointed
- Integrated Consultancy Team appointed

|            |                                                                                                                                                                                   |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                                                           |
| 3.1        | That Members consider the contents of the report and give approval for the Project Board to continue to manage the delivery of these projects subject to on-going update reports. |
| <b>4.0</b> | <b>Resource implications</b>                                                                                                                                                      |
| 4.1        | Officer time<br>£265k (from Council Reserves)                                                                                                                                     |

|            |                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                                                                                                                                                                                                                                                                           |
| 5.1        | Equality and Good Relations implications have been included in the submission and economic appraisals                                                                                                                                                                                                                                                                                      |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                                                                                                                                                                                                                                                                          |
| 6.1        | Project Board Minutes: <ul style="list-style-type: none"> <li>• 30<sup>th</sup> September 2016</li> <li>• 17<sup>th</sup> October 2016</li> <li>• 29<sup>th</sup> November 2016</li> <li>• 13<sup>th</sup> January 2017</li> <li>• 17<sup>th</sup> February 2017</li> <li>• 14<sup>th</sup> April 2017</li> <li>• 22<sup>nd</sup> May 2017</li> <li>• 21<sup>st</sup> July 2017</li> </ul> |



**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**MINUTES OF SIF CAPITAL PROJECT BOARD MEETING  
Friday 13 January 2017 AT 10:30AM TRAINING ROOM, MONAGHAN ROW,  
NEWRY**

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**CHAIRPERSON:** Eamon McManus

**IN ATTENDANCE:** Debbie Murphy  
Paul Brannigan  
Sarah McClory  
Tom McClean  
Ciara Burns  
Debbie McKinney  
Jeremy Sodden  
Justyna McCabe

**APOLOGIES:** Eddy Curtis  
Alison Robb  
Patrick Green  
Janine Hillen  
Raphael Crummy  
Kenny Knox

**INTRODUCTIONS:**

Introductions took place and apologies were noted.

It was noted that Sonya Burns has taken up another post and Justyna McCabe will be covering for Sonya. The Board wished to have it recorded their thanks to Sonya for her work on the SIF capital projects and wished her well in her new appointment.

**CONFLICT OF INTEREST:**

There were no conflicts of interest noted.

**MINUTES:**

The minutes of the previous meeting were discussed.

It was noted that on page 2, second last paragraph, last sentence; it should read 'lease' not 'rent'.

Page 3, second paragraph, first sentence of the minutes regarding Ballyhornan; clarification was sought regarding the size of the pitch that the community group were content with, it was confirmed that the group were content with the size that was quoted for which is 110 mts x 60 mts.

The minutes were agreed.

### **ACTION SHEET:**

It was reiterated from the last Project Board Meeting that the portacabins were sound and able to be relocated. Discussions are still taking place with the Community Group and other parties regarding an alternative site for the portacabins and its users.

Paul has issued the revised plans on the 6 December 2016 to the Downpatrick racecourse and their architect however to date has not received a response.

LPS have come back with the land valuations for Ballyhornan. The Council have to decide if they are to proceed with the purchase of this land and approach the landowners to obtain agreement. If there is no agreement for the Council to purchase this land the alternative option is to proceed with the smaller pitch size which is 100 mts x 50 mts. Clarification was sought on who is financially responsible for purchasing this land and if it was to come from the Council's contribution to the project, The Executive's opinion was that it would come out of the Council's contribution however there may be some flexibility with this. It was agreed to take this to SP&R Committee for Council approval.

Castlewellan Community Centre project was currently at the PQQ stage of the tendering process.

A further topographical survey has been completed and this has been issued to Downpatrick Race Course.

Monthly meetings with Ballyhornan have been created and Kilcooley are currently being set up.

There seems to be no substantive evidence to warrant concern for the health risk of the rubber crumb however clarification will be sought from FIFA and Sports NI.

### **AGREED:**

**Discussions to continue regarding the relocation of the Castlewellan portacabins.**

**Council approval at the next SP& R Committee meeting to be sought for the purchase of the Ballyhornan land.**

**Clarification sought from FIFA and Sports NI regarding the safety of rubber crumb for the 3G pitches.**

**CASTLEWELLAN COMMUNITY CENTRE:**

The PQQ closed on the 6<sup>th</sup> December 2016 and the assessment panel met on 22 December with Eric Tuesdale from CPD as an observer. CPD provided 6 randomly selected names for assessment, 3 of which went through but the other 3 required clarifications before they could proceed. All 3 required clarifications from ConstructionLine however there seems to be a fault with ConstructionLine, the companies that have been selected are aware there is an issue with obtaining the certificates. It was agreed that the process with issuing the ITT documents can be done in parallel with the clarifications and documentation from ConstructionLine to avoid delaying the process. It was noted that there was slippage from the original timeline and the current timeline for completing the project was tight. A construction period of 214 days has been allowed in the programme, however if it needs to be completed in less time this may incur additional costs. The current Letter of Offer has a completion date of June 2017 however the Executive noted that at construction stage a revised LoO would be issued extending the completion date to June 2018. The ITT documents aim to be released on the 27 January 2017 which would allow CPD a week to get back with any changes to the ITT before they are released. The ITT process will take 5 weeks with the caveat that a company must provide any outstanding clarifications by the end of the tender process before it could be recommended for appointment. The successful and unsuccessful applicants will still have to be informed of the PQQ outcome and CPD can provide the templates of these letters. It was noted that in the ITT a cash flow forecast and programme for works is to be provided by tenderers. Tom McClean will take the lead role for the Castlewellan project in the interim as James has obtained a new post. Approval to proceed to ITT stage was granted by the Executive.

**Risk Register and Issues Log:** Item 2 of the Risk Register has been changed to Amber. Issues log to be updated.

**AGREED:**

**To proceed to ITT stage.**

**Successful and unsuccessful PQQ letters to be issued once template letters received from CPD.**

**COMMUNITY OPERATED SPORTS FACILITIES:**

The PQQ for the Sports facilities closed on the 9<sup>th</sup> December 2016. The assessment panel met on 12 January 2017 with Eric Tuesdale present as an observer. CPD provided 6 randomly selected names for assessment, 3 of which went through immediately, the other 3 required clarifications from ConstructionLine and emails have been sent to them requesting further information. The process and timeline are similar to Castlewellan. The Board

approved for letters to be issued to successful/ unsuccessful applicant's inline with Castlewellan clarifications process. The ITT documents still require work and they are waiting for one document from CPD who have to sign off the ITT documents before they are issued.

The projected completion date is June 2018; this will be a tight time frame for the 3 schemes if there is any further slippage. This will be monitored at Project Board meetings.

#### **DOWNPATRICK:**

It was noted that from meetings with Downpatrick Football Club there was an impression that they would be getting a Service Level Agreement from the Council towards the facility. It was highlighted that none of the SIF Capital projects would be in receipt of any additional support from the Council post construction as part of the Economic Appraisal because they had to provide evidence that they would be self sufficient and there was sustainability to the projects. The Board agreed that it was clear that the Council could not be expected to provide support post construction with maintenance issues. It was noted that the club had contacted their previous architect and had informed him that he had fulfilled their contract and this issue was closed.

**Risk register and issues log:** It was noted that most of the Risk Register would be updated by the Design Team. Issues log to be updated.

#### **KILCOOLEY:**

It was noted that a consultation with the Community Group would be required and this had been included in the PQQ as a requirement.

The transfer of land from the Housing Executive to the Council was discussed, it was noted that the LPS report was due next week but it was the Councils understanding that there was no scope for any costs for this nor contribution towards maintenance. The land will transfer to Council and they will transfer to the Community Group so it would be for this group to provide approval to Newry, Mourne and Down District Council to carry out any work on their land once transferred to the Community Group. The requirement for a Letter of Novation was discussed and it was noted that there was a letter of support from Ards and North Down Borough Council however a Letter of Novation would be required for all projects where the land is not owned by Newry, Mourne and Down District Council. It was asked if Ards and North Down Borough Council would need to provide approval for the project, Debbie McKinney from Ards and North Down Borough Council did not feel this was necessary and that Council officials would be involved in the consultation process and planning permission would be going through the council.

**Risk register and issues log:** It was agreed to remove risk number 10 from the register. Issues log to be updated.



**BALLYHORNAN:**

Clarification regarding the process for purchasing the land for the 3G pitch was discussed, clarification from The Executive was needed regarding the process for this and how and if it were to be offset against the Letter of Offer amount.

**Risk register and issues log:** Risk Register noted and issues log to be updated.

**AGREED:**

To proceed to ITT stage once documents have been signed off by CPD.  
Successful and unsuccessful PQQ letters to be issued once template letters received from CPD.

Debbie Murphy to clarify how the additional land required is to be purchased and if/ how this will be offset against the Letter of Offer amount.

Tom to meet with Jeremy and Paul to agree issues that would need to be raised in the ITT.

Letters of Novation to be obtained from all projects where the land is not owned by Newry, Mourne and Down District Council.

Ards and North Down Borough Council to pursue the legal transfer of land from the Housing Executive to Kilcooley Community Group.

**UPDATE FROM DEPARTMENT FOR COMMUNITIES:**

A representative from Department for Communities was not present however Raphael had requested an email from the Executive confirming the Department for Communities contribution towards the projects would be spent in the next financial year. Debbie Murphy confirmed that she would issue an email to Raphael confirming their portion of funding would be spent first.

**AGREED:** Debbie Murphy to issue an email to Raphael from the Department for Communities confirming that the DFC portion of funding would be spent first.

**FINANCE:**

It was explained that the monthly spend profiles had to be very accurate, Tom explained that due to slippage with timescales he would provide an up to date cash flow to Sarah McClory to forward on to The Executive.

**AGREED:** Tom to provide updated cash flow to Sarah McClory in order to provide an accurate cash flow forecast to The Executive.

Signed: Eamon McManus  
Chairperson

Signed: Justyna McCabe

**Next Project Board Meeting:** Friday 17 February 2017, 10:30am, Training Room, Monaghan Row, Newry.



**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**MINUTES OF SIF CAPITAL PROJECT BOARD MEETING**  
**Monday 22<sup>nd</sup> May 2017 AT 2 pm in TRAINING ROOM, MONAGHAN ROW,**  
**NEWRY**

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**CHAIRPERSON:** Eamon McManus

**IN ATTENDANCE:** Kenny Knox  
 Tom McClean  
 Jeremy Sodden  
 Ciara Burns  
 Sarah McClory  
 Debbie Murphy  
 Raphael Crummy  
 Pauline Allen

**APOLOGIES:** Justyna McCabe  
 Paul Brannigan  
 Janine Hillen  
 Debbie Mc Kinney

**INTRODUCTIONS:**

Introductions took place and apologies were noted.

**CONFLICT OF INTEREST:**

There were no conflicts of interest noted.

**MINUTES:**

The minutes of the previous meeting held on Friday 14<sup>th</sup> April 2017 were discussed and the following changes noted.

- (Page 2 and throughout document) Debbie Murphy is due to attend assessment panel as an observer only.

It was agreed to make these amendments and circulate before the next meeting.

**ACTION SHEET:****Ballyhornan:**

There is a delay in acquiring 3 strips of land. A valuer will be appointed and purchase costs will be met by Council. It is anticipated that costs incurred by Council can be included in the Grant Award. Debbie will check this out and clarify, at the moment she does not see a problem.

**CASTLEWELLAN COMMUNITY CENTRE:**

Tom explained that the tender documents had been returned and letters issued. An informal meeting is planned with the Architect on Thursday 25<sup>th</sup> May 2017. The Architect has visited the site and the Purchase Order has been raised. Further documents will now be sent. It was discussed and agreed that the architect should attend the meeting with the group on Wednesday 24<sup>th</sup> May. Some changes will be made to the design through planning. There was a discussion regarding the possibility of needing to change the route of the pipework and the significant cost implications this might involve.

It was agreed that once the purchase order is signed off by a director and issued, then the information as to who the Council preferred bidder is can be released to the public.

Contract award letter will wait until purchase order is raised and then the Purchase Order number can be added to the letter.

Ciara noted that the group are feeling left out of the process, they were thinking they would be more involved and have now requested the full detail of the tender report.

Eamon stated that the Council's process was very clear regarding information only being available after the Integrated Consultant Team (ICT) had been appointed.

The question was raised as to how much of the Grant Award details could be given to the architect. It was agreed that Tom should provide the ICT with relevant details from the Economic Appraisal – the top half of Table 5.1.

Tom reported that the Architect does not believe we could go out to tender, appoint and move the portacabins before September.

Eamon stated that the portacabins must be moved to progress the project but Council does not have a budget for this. Group initially said they had money in their budget to help with this cost but they are now pulling back. It was stated that the Council are under no obligation to provide any additional facilities. Tom said that the architect has stated that the demolition work should come well under the original budget. It was discussed that any underspend on demolition could possibly cover the costs of moving the portacabins.

It was agreed that the Council would seek tenders for the removal of the portacabins in advance of the main tender process.

**Risk Register and issues log:** Risk register has been passed to architect and he has been asked to update. There was no update to the issues log.

#### **AGREED**

- Tom and Debbie to agree the scope of the project with Castlewellan Community Partnership at meeting on Wednesday 24 May 2017 and have this minuted so that group are sure what is agreed.
- Debbie to follow up with Eric Truesdale in CPD regarding documents for the IST process- PQQ and ITT stages.
- It was agreed that Council would go out to tender asap for relocation of the portacabins .
- Debbie to re-issue Castlewellan Letter Of Offer due to required date change.

#### **COMMUNITY OPERATED SPORTS FACILITIES:**

Paul Brannigan sent his apologies but sent an update. The letters to successful and unsuccessful design teams were issued on Friday 19 May 2017. Purchase Order due to be issued by Friday 26 May 2017. A meeting has been held on 26<sup>th</sup> April between Michael Lipsett and Downpatrick FC to discuss the Service Level Agreement .It was agreed to arrange a meeting with the ICT after appointment . Paul to liaise with Debbie and Kenny to agree a venue and date.

It was agreed to go back to the Department with a business case to split the 3 projects into separate facilities. This is mainly due to the significant delay possible with Kilcooley due to land issues and getting Planning Approval. Jeremy said that he was worried about the 200 days allowed in the programme but Debbie stated that the end date can be altered.

Ciara to contact Debbie (North Down) to confirm what stage things are at with them. There is a meeting on Wednesday where a further update is expected.

**Risk register and issues log:** The risk register and issues log was reported for noting.

#### **AGREED**

- Meeting to be set up with appointed ICT team, Debbie Murphy and Kenny Knox.
- A business case to split the 3 projects into separate facilities to be issued to The Executive Office.
- Ciara to contact Debbie McKinney to confirm what stage they are at with the land transfer from the Housing Executive.

**UPDATE FROM DEPARTMENT FOR COMMUNITIES:**

Nothing for noting.

**FINANCE**

Sarah provided budget profiles. It was agreed that Tom would provide Sarah with a breakdown of costs. The Project Board agreed and approved the content of the profile submitted. It was also agreed that the reviewed and approved profiles would be discussed at each Project Board Meeting.

**OBA NISRA Report cards**

It was agreed that these are only relevant when construction starts but will be required each quarter afterwards. We as a client need to do this in partnership with the main contractor.

**AOB**

Eamon stated that he will be retiring at the end of June 2017 and thus this was his last meeting. Debbie and Sarah to look at updating name changes in the PID and on Letter of Offer and also changes to signatories.

Eamon was wished all the best in his retirement and thanked for all his work on this committee.

**AGREED**

- **Sarah to update name changes in the PID and changes to signatories and forward to The Executive Office.**

Signed: Eamon McManus  
Chairperson

Signed: Justyna McCabe

**Next Project Board Meeting:** Friday 21<sup>st</sup> July 2017, 10:00am, Training Room, Monaghan Row, Newry.

## **NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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### **MINUTES OF SIF CAPITAL PROJECT BOARD MEETING Friday 21 July 2017 AT 10 am in TRAINING ROOM, MONAGHAN ROW, NEWRY**

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**CHAIRPERSON:** Conor Mallon

**IN ATTENDANCE:** Kenny Knox  
Michael Lipsett  
Justyna McCabe  
Paul Brannigan  
Sarah McClory  
Debbie Murphy  
Francesca Dowler  
Debbie McKinney

**APOLOGIES:** Raphael Crummy  
Janine Hillen  
Tom McClean  
Jeremy Sodden  
Ciara Burns  
Alison Robb

### **INTRODUCTIONS:**

Introductions took place and apologies were noted. Debbie McKinney introduced Francesca Dowler as her replacement as Debbie has taken up the post as the PEACE IV Manager for Belfast Council.

### **CONFLICT OF INTEREST:**

There were no conflicts of interest noted.

### **MINUTES:**

The minutes of the previous meeting were discussed. All agreed.

## **ACTION SHEET:**

### **Castlewellan:**

- The meeting on the 24 May with the Community Partnership took place.
- Documents from CPD have been obtained.
- Port-a-cabin tender has been completed.
- The Letter of Offer has been reissued to Newry, Mourne and Down District Council.

### **Community Operated Sports Facilities:**

- The Meeting with the appointed ICT is outstanding.
- The Executive Office will initiate the process for splitting the 3 projects.
- Ciara Burns has been in contact with Debbie McKinney.

## **CASTLEWELLAN COMMUNITY CENTRE:**

It was noted that the tender to move the port-a-cabins off site into the play area has come in above what was anticipated at £12,000. It was agreed to proceed with the award of the tender and the costs would be covered by The Executive Office under professional fees as these were £12,977 under spend of what was profiled. It was envisaged that the build will be completed 3 weeks after the current project end date of 31 July 2018. Debbie Murphy noted that a revised Letter of Offer will be issued after the construction tender has been completed and this can reflect the likely end date for the project.

It was suggested by the ICT that a pitched roof, as opposed to a flat roof, may be needed due to the risk of anti-social behaviour that a flat roof can attract and the impact this would have on the life expectancy of the roof. The ICT will do a costings for a pitched as well as a flat roof. A meeting with the ICT and Community Partnership has been scheduled for next Thursday, 27 July 2017.

### **Risk Register and issues log:**

- The appointed ICT will complete their own risk and issues log which will be amalgamated with the existing one.
- Risk 8 to be removed – amended Letter of Offer has been issued.
- To add to the risk register – possible anti-social behavioural impact of a flat roof.
- To add to the issues log – post project management support to be provided to the Community Partnership.

## **AGREED**

- **To proceed to the award stage of the port-a-cabin tender and for this cost to be profiled under professional fees.**



- **Janine Hillen and Justyna McCabe to liaise re post project management support to be provided to the Community Partnership.**
- **The risk register and issues log to be updated by Tom McClean to include general issues identified under the Community Operated Sports Facilities risk and issues log.**

### **COMMUNITY OPERATED SPORTS FACILITIES:**

#### **Ballyhornan:**

Paul Brannigan provided an update on Ballyhornan. A meeting with the ICT has taken place and the solicitor for the group is dealing with the purchase of the three plots of land and has issued letters of offer to each of the landowners. One plot has been valued at £3,000, another at £3,500 and one at £1,000 plus solicitors fees of £1,500 gives a total of £9,000 to purchase the three plots.

A site investigation will be required for Ballyhornan and Downpatrick pitches and it was suggested that the CPD framework may be utilised for this. A current site plan for Kilcooley exists so will not be required.

A meeting with the ICT has been scheduled for 4 August and a meeting with the community group is being set up. There was discussion on the standard required for the pitches and changing rooms i.e. if these were to be IFA or FIFA standards. The EA does not stipulate what level of standard is required but the business case would imply intermediate league for Downpatrick, the business case covers the minimum required. Kilcooley's design would imply youth league.

#### **Downpatrick:**

It was noted that a site investigation would be required and there was an old stream running through the proposed pitch site that should be investigated as part of the site investigation as it could have major cost implications.

The ICT will provide an estimate for future proofing the building for future development.

There were overhead electric cables and an application to NIE to move them will have to be submitted.

LED Flood lighting has been suggested; these are 1/3 more expensive but use 40% less electricity.

It was noted that there were 4 changing rooms in the original plans. There was discussion around changing room requirements. It was suggested that a rationale would need to be provided for wet changing rooms as these were generally required for grass pitches. Debbie Murphy will check what other SIF 3G pitches are providing in order to be consistent in project provision.

#### **Kilcooley:**

It was noted that the current designs have provision for changing rooms and a large office, clarification to be sought for the need for a large office space. The ICT have suggested a third option of 45° angle for the orientation of the pitch. A

light study is to be completed and boundary fencing was suggested by the ICT for noise issues.

A traffic analysis will be completed to determine the size of the car park required and any potential bottlenecks, the ICT will provide options and costings.

Debbie McKinney provided an update on the land transfer from the Housing Executive, the business case has been submitted to the Housing Executive but they cannot confirm that they will accept this at £0 cost. Debbie has requested that The Executive Office and the Department for Communities write letters of support for the transfer of land at £0 cost. Debbie McKinney is hoping to receive a response from the Housing Executive next week and have a meeting set up by the end of the month. Debbie noted that the Housing Executive have been involved in the project from the initial plan and at that point indicated that they would be willing to transfer the land at £0 as precedent has been set with other projects.

It was noted that if agreement cannot be obtained for the land to transfer the projects were proceeding at risk and this would have an impact on the other two projects. Splitting of the three projects was discussed and Debbie Murphy said she would flag this as an issue with her department. Debbie Murphy has requested that she attend the meeting with the Housing Executive. It was noted that to purchase the land would cost £65,000 but the lease would cost £50,000. It was noted that until all the land issues have been resolved the tender cannot be issued. It was noted that the design team were aware of the spend target issue, realistically it would not be till February 2018 that the contract for construction would be in place and March 2018 before contractors would be on site. Conor suggested that the PQQ could be put out in August 2017 for 3 separate projects and for all 3 still to be delivered only Kilcooley at a later date so as not to hold the other two projects back.

#### **Risk register and issues log:**

- Housing Executive land transfer to be added to the risk register and for impact and likelihood to be high.

#### **AGREED**

- **Housing Executive land transfer to be added to the risk register and for impact and likelihood to be high.**
- **Janine Hillen and Justyna McCabe to liaise re post project management support to be provided to the 3G sports/ community groups.**
- **Clarification to be sought on the standards required for each pitch.**
- **Debbie Murphy to clarify what other SIF 3G pitches are providing in order to be consistent in project provision.**
- **Debbie Murphy to start the process of separating the 3 projects through an addendum to the business case.**
- **Clarification to be sought for the need for a large office space on the Kilcooley site.**

- **The Executive Office and the Department for Communities write letters of support to the Housing Executive for the transfer of land at £0 cost.**
- **Debbie Murphy to attend the meeting with the Housing Executive and AND Council.**

#### **UPDATE FROM DEPARTMENT FOR COMMUNITIES:**

No update available.

#### **FINANCE**

The budget profiles were discussed and it was agreed for new profiles to be submitted to Debbie Murphy as soon as possible reflective of construction delays and a separate profile to include the additional funders spend profile. It was noted that the Letter of Offer from the Ulster Wildlife Fund/ Landfill was for £154,605.10 and this was to be claimed by 31 July 2018.

#### **OBA NISRA Report cards**

It was noted that post construction the OBA report cards will be the responsibility of the respective community/sports groups. Sarah McClory explained that she has met with all the groups and explained the OBA reporting requirements and systems required to capture the data but closer to the completion of the projects this will be repeated to ensure the groups have the capacity to take deliver on this requirement.

#### **AGREED:**

- **Sarah McClory to liaise with Tom McClean, Paul Brannigan and the appointed ICT's to draw up and submit new profiles to The Executive Office.**

Signed:      Conor Mallon  
                 Chairperson

Signed:      Justyna McCabe

**Next Project Board Meeting:** Monday 4 September 2017, 10:00am, Training Room, Monaghan Row, Newry.

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**MINUTES OF SIF CAPITAL PROJECT BOARD MEETING  
Friday 14 April 2017 AT 10:30AM TRAINING ROOM, MONAGHAN ROW,  
NEWRY**

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**CHAIRPERSON:** Eamon McManus

**IN ATTENDANCE:** Debbie Murphy  
Paul Brannigan  
Sarah McClory  
Tom McClean  
Ciara Burns  
Justyna McCabe  
Raphael Crummy  
Anita Waite  
Kenny Knox  
Aisling Smith

**APOLOGIES:** Alison Robb  
Patrick Green  
Janine Hillen  
Jeremy Sodden  
Debbie McKinney

**INTRODUCTIONS:**

Introductions took place and apologies were noted.

**CONFLICT OF INTEREST:**

There were no conflicts of interest noted

**MINUTES:**

The minutes of the previous meeting held on Friday 17<sup>th</sup> February 2017 were discussed and agreed.

**ACTION SHEET:****Portacabins:**

It was noted that an application regarding the portacabins had been lodged to planning and building control and that both these applications had been approved. It was also explained that Tom is currently reviewing tender documents to relocate the portacabins. It was noted that Castlewellan Community Partnership were keen that no work be carried out on the portacabins until July and be completed by September in order to facilitate the users of the portacabins. It was clarified for the Project Board that the portacabins will be relocated off the constructions site but still within the grounds owned by Council. It was also clarified that a new entrance would be required and this would form part of the traffic plan.

**Ballyhornan:**

Eamon explained that he had sent an email to Alison Robb on the 4<sup>th</sup> April regarding landowners and LPS valuations for Ballyhornan and that Alison will now progress.

**3G Pitches:**

Regarding the rubber crumb it was noted that once the Design Team is appointed for the pitches the safety of rubber crumb would be taken into consideration.

**Finance:**

Sarah explained that a discussion regarding Sonya's salary had taken place and that she was now just awaiting confirmation from the Council regarding the extension to Sonya's secondment.

**CASTLEWELLAN COMMUNITY CENTRE:**

Tom explained that the tender documents had been released on e-hub and that this was closing at the end of April. He noted that the tender assessors were meeting on the 28<sup>th</sup> April to assess. It was noted that CPD would be involved at this assessment stage. Debbie Murphy is also to attend the assessment panel as an observer. Debbie explained the revised Letter of Offer will be issued once the contractor is appointed. The Project Board agreed this process.

Tom noted that the group had raised some concerns regarding access to the building. Tom explained that the portacabins would be relocated in their current condition and once the contractors had control of the site there would be no access to the building and no welfare facilities provided to the group. Tom also noted that the group are requested to view the tender documents that have been released on e-hub and that they are also requesting to be told the 6 applicants for the tender. It was noted that the group would not be given this information at the moment.



Debbie clarified that the Project Board would not need to reconvene when a preferred bidder was selected. Once Debbie confirms permission to start the Integrated Consultancy Team can be appointed. It was also noted that CPD would be included in this correspondence but that their approval was not required. Eamon explained that he would be on leave at the time of the assessment panel and it was agreed that Paul is nominated to take his seat on the panel. This was approved by Debbie.

Tom noted that the group were keen to be included in the design process. It was also noted that The Executive Office also be included on the design process to ensure it remained in line with the Economic Appraisal. It is hoped that the design process will take approximately 4 weeks.

Tom further explained that all condition surveys of the site had taken place and the building was passed as safe and secure. However it was noted that once the roof was removed there would be uncertainty regarding the stability of the building but this could not be assessed until the roof was removed. It was agreed to add this to the risk register.

Once the successful bidder had been agreed this recommendation would be sent to Debbie for approval, the purchase order will then be raised and the successful applicant would be notified through e-hub. This process was agreed by the Project Board. It was also agreed that Castlewellan Community Partnership would not be notified prior to the successful applicant being appointed.

**Risk Register and Issues Log:** Uncertainty regarding the stability of the building when the roof is removed to be added to the risk register.

#### **AGREED:**

1. **Debbie Murphy to attend the assessment of the Castlewellan tenders as an observer and issue the revised Letter of Offer once contractor is appointed.**
2. **Paul to take Eamon's place on the assessment panel.**
3. **Add the uncertainty regarding the stability of the building when the roof is removed to be added to the risk register.**
4. **The process for the appointment of the Integrated Consultancy Team was agreed.**

#### **COMMUNITY OPERATED SPORTS FACILITIES:**

Paul Brannigan presented an update to the Project Board on the Community Operated Sports Facilities. He explained that the ITT was issued on the 20/03/17 and was closed on 10/04/17. He further explained that the assessment panel met on the 12/04/17 but due to the scale of the work the assessment was not completed and the panel were to reconvene on the 27/04/17 to complete the assessment. It was agreed that Debbie Murphy will attend these assessments as an observer and issue the revised Letter of Offer for Community Operated Sports Facilities. Paul noted that the projected appointment of the Integrated



Consultancy Team would be 4/5/17. It was agreed by Debbie that after the Design Team are appointed a revised timescale would be completed in order to identify if the end date of the Letter of Offer requires revising. Debbie requested that an email explaining the transfer of land under all three projects in the Community Operated Sports Facilities be sent to her. Kenny noted that the Executive Office should attend all design meetings for their information. It was also agreed that Project Board meetings take place after site meetings in order to update the Project Board members. It was noted that all decisions regarding the projects do not need to be agreed by the Project Board and that updates are acceptable. It was also noted that any compensation events must be approved by the Executive Office and discussed with CPD.

### **DOWNPATRICK**

Regarding the Downpatrick project Paul noted that the boundary agreement had not yet been received and also that a meeting with Michael Lipsett was due to take place to discuss the lease and Service Level Agreement for this project.

**Risk register and issues log:** The risk register and issues log was reported for noting.

### **BALLYHORNAN**

It was noted that the Council valuer and the land owners are to negotiate a price for the pieces of land that are required. Debbie explained that the Executive Office have agreed to revise the Letter of Offer to reflect the increased cost of the project. It was noted that the Council would then transfer the land to the group and this must be done before contractors are on site as this would have an impact on insurance for the site.

**Risk register and issues log:** The risk register and issues log was reported for noting.

### **KILCOOLEY**

It was noted that this project is being held up due to the land transfer issue. It was also noted that Debbie McKinney is currently working on a business case regarding the transfer of land.

**Risk register and issues log:** The risk register and issues log was reported for noting.

### **AGREED**

1. **Debbie Murphy to attend the assessment of the Community Operated Sports Facility tenders as an observer and issue the revised Letter of Offer to reflect increased cost of the project once Integrated Consultancy Team is appointed.**

2. After the Design Team have been appointed a revised timescale to be completed in order to identify if the end date of the Letter of Offer for Community Operated Sports Facilities requires revising.
3. Paul to send Debbie an email explaining how all land transfers will happen under the three projects in Community Operated Sports Facilities.
4. The Executive Office to attend all Design Team meetings regarding the Community Operated Sports Facilities.
5. Project Board meetings take place after site meetings in order to update the Project Board members.

#### **UPDATE FROM DEPARTMENT FOR COMMUNITIES:**

It was noted that the technical transfer of funds between the Executive Office and the Department for Communities would be sorted between them and that all claims would be made to the Executive Office.

#### **FINANCE**

It was agreed that the funds from the smaller funders be drawn down first as they require spend to occur in this financial year. Debbie requested that a financial profile be prepared to show how all money will be spent through all funders i.e. which money will be spent first. It was noted that Justyna would be the point of contact for between The Executive Office and Newry, Mourne and Down District Council.

#### **AGREED:**

1. Funds from the smaller funders to be drawn down first.
2. A financial profile be prepared to show how all money will be spent through all funders.

#### **AGREED:**

Signed: Eamon McManus  
Chairperson

Signed: Justyna McCabe

**Next Project Board Meeting:** Friday 19 May 2017, 10:30am, Training Room, Monaghan Row, Newry.

**HOLD for a meeting with Party Reps and Mr Boyd/Mr Clarke re Reductions in Education Budget**  
**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**MINUTES OF SIF CAPITAL PROJECT BOARD MEETING**  
**Friday 17 February 2017 AT 10:30AM TRAINING ROOM, MONAGHAN ROW,**  
**NEWRY**

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**CHAIRPERSON:** Eamon McManus

**IN ATTENDANCE:** Debbie Murphy  
Paul Brannigan  
Sarah McClory  
Tom McClean  
Ciara Burns  
Debbie McKinney  
Justyna McCabe  
Raphael Crummy  
Kenny Knox  
Pauline Allen

**APOLOGIES:** Eddy Curtis  
Alison Robb  
Patrick Green  
Janine Hillen  
Jeremy Sodden

**INTRODUCTIONS:**

Introductions took place and apologies were noted.

**CONFLICT OF INTEREST:**

There were no conflicts of interest noted.

**MINUTES:**

The minutes of the previous meeting held on Friday 13<sup>th</sup> January 2017 were discussed and agreed with changes.

**ACTION SHEET:**

A meeting has been held with Castlewellan Community Group, who have requested that the portacabins be relocated and stay within the site if possible. If this is to happen then a traffic management plan is needed for the construction phase. Planning and Building Control approvals shall be required. Tom advised that the estimated cost to relocate the portcabins within the site is £7500. Discussion took place on how this cost would be covered. The group should seek approval from Social Services to continue to use the portacabins during the construction phase.

A report on the LPS valuations for the additional 3 strips of land for Ballyhornan was noted at the SPR Committee meeting on 19<sup>th</sup> January 2017. A revised Letter of Offer will need to be sent to the Council reflecting the costs of the additional land to be purchased when agreement to purchase has been reached. It is proposed that the Council will become the owner of these strips of land but these may eventually be transferred back to the Community group.

There were no issues noted regarding the 3G pitches

The Housing Executive have placed a valuation of £50,000 for legal transfer of land for the Kilcooley pitch. A business case will be drawn up requesting transfer of land at zero cost, letters of support may be required from Executive office and Council. A report was brought to Ards & North Down Council meeting on 11<sup>th</sup> February requesting approval for business case. It was reported that although the valuation was a surprise it should not be a deal breaker. LPS report has been requested but not received yet. It was noted that often the transfer of lands at zero cost take over 1 year to complete. A real risk needs to be noted here.

**AGREED**

- 1) **Discussions to continue regarding relocation of Castlewellan portacabins**
- 2) **Information to be sent to Alison Robb regarding landowners and LPS valuations for Ballyhornan.**
- 3) **Business case to be prepared by Ards & North Down BC in March for Council to seek to acquire the land at zero cost from NIHE for Kilcooley pitch.**

**CASTLEWELLAN COMMUNITY CENTRE:**

Letters regarding outcome of Castlewellan PPQ process have been issued and ITT tender documents for the IDT are due out next week. Hopefully there will be

a closing date for end of March with appointment taking place in early April. Design is as per original except for moving of portacabins. There will be an 8 week consultation period between the group and Council.

**Risk Register and Issues Log:** Risk register and issues log noted

### **AGREED**

Tom to follow up with CPD next week to get ITT documents approved and issued for tender.

### **COMMUNITY OPERATED SPORTS FACILITIES:**

It was noted that currently the ITT documents are approximately ½ week behind the previous programme. Another session has been arranged with Eric Truesdale for next Monday but things are about 80% there and one more meeting should finalise this. Currently letters have not been issued but are ready to go on Monday next. CPD have come back with one updated document and 2 with non critical issues, these have all progressed to the next level.

### **DOWNPATRICK**

#### **RACECOURSE**

An e-mail was received on 26<sup>th</sup> January from the architect regarding the rear boundary, there will be a loss of 2-3m which will result in the loss of 2 car park spaces which is better than first anticipated.

**Risk register and issues log:** It was agreed that the next stage would be to contact the racecourse to further discuss land issues.

#### **PITCH**

It was noted that the group thought the Council would take some responsibility for future maintenance, this is now being considered by Michael Lipsett regarding the terms of the Service Level Agreement.

#### **KILCOOLEY**

It was noted that the 1<sup>st</sup> meeting with Kilcooley Forum took place 31<sup>st</sup> January 2017. It was agreed that meetings would take place bi-monthly on dates after the SIF Board Meetings. At present site visits are being set up for the group to visit another group who have been through the process to learn from them. This as yet has not been finalised.

**Risk register and issues log:** Risk register and issues log noted.



## **BALLYHORNAN**

A meeting was held here on 26<sup>th</sup> January 2017. Bi-monthly meetings were also to be arranged. No other concerns were noted.

**Risk register and issues log:** Risk register and issues log noted.

## **UPDATE FROM DEPARTMENT FOR COMMUNITIES:**

It was noted that Senior Managers have some concerns about slippage.

## **FINANCE**

It was agreed that Sarah McClory would come back to Debbie with cash forecasts. Debbie stated that she is happy with profiles. It was also noted that whatever is approved at year end will be lost if not used.

There was a query regarding Sonya's move and if her salary has been changed. Sarah to send confirmation of this to Debbie.

**AGREED: Sarah McClory to send confirmation regarding Sonya's salary to Debbie.**

Signed: Eamon McManus  
Chairperson

Signed: Justyna McCabe

**Next Project Board Meeting:** Friday 14 April 2017, 10:30am, Training Room, Monaghan Row, Newry.

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**MINUTES OF SIF CAPITAL PROJECT BOARD MEETING  
MONDAY 17 October 2016 AT 10:30AM TRAINING ROOM, MONAGHAN  
ROW, NEWRY**

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**CHAIRPERSON:** Eamon McManus

**IN ATTENDANCE:** Sonya Burns  
Sarah McClory  
Raphael Crummy  
Kenny Knox  
Debbie Murphy  
Janine Hillen  
Paul Brannigan  
Eamon McManus  
Tom McClean  
James Gordon  
Ciara Burns  
Aisling Smith  
Debbie McKinney

**APOLOGIES:** Eddy Curtis  
Catherine McInerney  
Alison Robb  
Patrick Green  
Jeremy Sodden

**INTRODUCTIONS:**

Introductions took place and apologies were noted.

**CONFLICT OF INTEREST:**

There were no conflicts of interest noted.

**MINUTES:**

The minutes of the previous meeting were discussed with changes recommended from Eamon. All agreed.

**ACTION SHEET:**

It was agreed to discuss the Action Sheet when each project was to be discussed as the meeting progressed.

**CASTLEWELLAN COMMUNITY CENTRE:**

The Chair invited Tom McClean to provide the Project Board with an update on the Castlewellan Project. Tom explained he had sought quotes for a structural survey to be carried out on the portacabins with recommendations to either reuse, relocate or demolish the structures. Ciara highlighted that Castlewellan Community Partnership would prefer to stay on site during the construction of the project. Sonya Burns asked for clarification if the structural survey was eligible to be claimed from the SIF budget. Kenny agreed this was acceptable as Professional Fees are included in the budget but this would need approval from Debbie. Tom explained that the quote was for the survey only and that as this would be a live building site other authorities i.e. Social Services, Building Control etc would need to also be consulted on this. Tom also explained that as soon as building contractors are on site service charges are the responsibility of the building contractor and therefore they would also need to be consulted regarding Castlewellan Community Partnership continuing to operate on site at this time. A discussion was had regarding the safety of the children if the group remained on site. It was noted that a decision on this had to be achieved by January as this is when the tender for contractors would be submitted. The importance of Social Services being included in this decision was also discussed. It was also noted that the ownership on the portacabins was yet to be established. Ciara Burns explained she was meeting the group on Thursday 20<sup>th</sup> October and had also emailed the group for clarification on this.

The importance of keeping the group included and exploring as many options as possible for the group was discussed. It was noted that it had been explained to the group that they would be kept informed at all relevant points in the project. It was agreed that the process be outlined to Castlewellan Community Partnership but that documents including the tender document not be shared with the group until it is a public document. It was explained to the Project Board that a schedule of meetings had been agreed with the group for every third Thursday of the month.

The Project Board agreed to commence the structural survey and also to contact Social Services for their recommendations.

- AGREED:**
1. Ciara to establish ownership of the portacabins.
  2. Tom on arrange for the structural survey to be carried out.
  3. Social Services to be contacted regarding Castlewellan Community Partnership remaining on site during construction.
  4. The group to be kept updated on the progress of the project.

## **5. Confirmation to be sought from Debbie regarding the survey eligibility of expenditure.**

### **COMMUNITY OPERATED SPORTS FACILITIES:**

#### **DOWNPATRICK:**

Paul was invited to give the Project Board an update on the Downpatrick Project. He explained the topographical survey had been completed however the area surveyed was not sufficient and another survey will be required in order to better define the area at the back of the pitch.

A discussion concerning the intellectual property rights of the architect took place. Sonya confirmed that she and Alison Robb had emailed Belfast Legal Services to secure clarification on the rights of the architect. Helen from Belfast Legal Services is addressing this and will respond to Sonya and Alison. Sonya confirmed that there has been no further negotiations with the architect since his request for an hourly rate for any consultations as well as a £5,000 lump sum. The information regarding this project has been with Belfast Legal Services for some time and it was agreed the importance of a timely response be conveyed to Belfast Legal Services. The possibility of securing new drawings was suggested however it was highlighted that this would lead to an extra cost and a waste of £9,500 that the group has already spent on these drawings. It was suggested that if a resolution cannot be obtained by the end of the week then progress to appointing a new design team. It was noted that the planning document were public and therefore there would be not copyright issues.

Raphael explained to the Project Board that he had met with the group regarding Neighbourhood Renewal and they have agreed to increase membership by 33%. The group have stated they will put this in writing to Raphael. It was noted that this must be included on the OBA Report.

#### **KILCOOLEY:**

It was explained to the Project Board that a Letter of Offer regarding the land at Kilcooley would take between 4 – 6 weeks to complete. The land would be transferred to Ards and North Down Council and then onto the group. This will then need to be reviewed by the Council Solicitor. It was also noted that they have met with the Education Authority as there are fences to move and the Education Authority had agreed to do this. Eamon asked for clarification as to whether or not planning permission could be obtained before the Lease Agreement had been secured. Debbie McKinney confirmed that it was acceptable to obtain planning permission before the Lease Agreement was signed but that it would have to go to the Ards and North Down Council for approval. Debbie McKinney clarified that the process of completing the land transfer had already commenced. Debbie McKinney also explained that the Housing Executive needs to provide their own lease map. Sonya noted that prior to works commencing Council would need a Novate Agreement before any work could be carried out.

Raphael highlighted to the Project Board that there is an issue at the Kilcooley site regarding parking for the adjacent school. Debbie McKinney explained that with the moving of the fence and boundary, car parking spaces would be opened up and that the square could also be used. She clarified this will be written into the plan and was agreed with by the school principal Pauline Browne. It was also noted that school traffic and pitch traffic would not overlap as these activities occurred at different times in the day.

Access to the land and permission to do this from Ards and North Down Council was discussed. It was agreed that a formal contract for this was needed. Debbie McKinney explained that she was waiting on an agreement with the Housing Executive in order to progress this.

#### **BALLYHORNAN:**

Tom McClean provided the Project Board with an update on the Ballyhornan project. A discussion regarding the size of the proposed pitch took place. It was noted that to conform to GAA regulations a bigger pitch would be needed. This would lead to greater costs and hence has an impact on the budget. It was agreed that Tom would compile the information regarding the cost of the different sizes of pitches and send this information to Debbie Murphy for discussion. It was agreed that the PQQ could still go out pending a decision on the pitch size.

**AGREED: 1. Paul to organise a further topographical survey of the Downpatrick site.**

**2. Belfast Legal Services to provide guidance on intellectual property rights of the architect who designed the Downpatrick project.**

**3. Downpatrick group to send confirmation in writing of intended increase in membership to Department for Communities.**

**4. OBA Report for Downpatrick to be updated to reflect increased membership.**

**5. Tom to send costings and plans of both size pitches re Ballyhornan to Debbie Murphy.**

#### **UPDATE FROM DEPARTMENT FOR COMMUNITIES:**

Raphael confirmed that he had met with all groups and there were no issues arising. The Project Board had a discussion regarding Green Book Appraisals. It was noted that in the revised LoO this will be agreed.

**AGREED: Green Book Appraisals to be agreed in the revised LoO**

#### **FINANCE:**

Sonya Burns explained that a claim form had not yet been received by the Programmes Unit. However Debbie Murphy confirmed this had been sent to



Deirdre in the Programmes Unit. Debbie also agreed to revise the budget profile and to use the SIF Work It budget for now.

**AGREED: Sonya to confirm if claim form has been received.**

Eamon clarified for the Project Board that once contractor had been appointed this would be sent to Council for noting not approval.

Signed: Eamon McManus  
Chairperson

Signed: Sonya Burns  
Programmes Manager

**Next Project Board Meeting:** Tuesday 29 November 2016, 10:30am, Training Room, Monaghan Row, Newry.

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**MINUTES OF SIF CAPITAL PROJECT BOARD MEETING  
Tuesday 29 November 2016 AT 10:30AM TRAINING ROOM, MONAGHAN  
ROW, NEWRY**

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**CHAIRPERSON:** Sonya Burns

**IN ATTENDANCE:** Sarah McClory  
Raphael Crummy  
Kenny Knox  
Debbie Murphy  
Paul Brannigan  
Tom McClean  
Ciara Burns  
Aisling Smith  
Debbie McKinney  
Jeremy Sodden

**APOLOGIES:** Eddy Curtis  
Alison Robb  
Patrick Green  
Janine Hillen  
Eamon McManus

**INTRODUCTIONS:**

Introductions took place and apologies were noted.

**CONFLICT OF INTEREST:**

There were no conflicts of interest noted.

**MINUTES:**

The minutes of the previous meeting were discussed. All agreed.

**ACTION SHEET:**

**Castlewellan:**

Ciara confirmed that Down Legacy Council owned the portacabins in Castlewellan. Tom informed the Project Board that the engineer confirmed that the portacabins were structurally sound. Tom explained that it will now need to

be established if moving the portacabins is for the long or short term as this would have an implication on the services that are supplied to the portacabins. A temporary move would cost approximately between £7,500 and £8,000. It was highlighted that a long term move would be more expensive. It was noted that as these are Council owned Council would be required to fund the move as this is not budgeted for in the Letter of Offer from the Department. The project board discussed that if the portacabins were moved then a number of issues would need to be addressed including new location of the portacabins. It was also noted that if the portacabins were to remain on site the contractor would need to factor in a traffic management strategy and this would lead to a greater cost for the contractor. It was suggested that the option for the group to rent a venue for the duration of the build be explored. Ciara noted that this had been done however the group had discounted all options explaining they were not suitable. It was highlighted that the group are extremely eager to remain on site throughout the build. Ciara explained that the preschool located on site are a fee paying preschool and they pay rent to the Castlewellan Community Group. It is a feeder preschool into the local bunscoil and therefore is a permanent group and also that SELB fund this preschool. It was highlighted that it was important for a decision to be made on this quickly as the Group do not want to lose the preschool which would lead to a decrease in sustainability. Debbie expressed concerns that if they Group did lose the preschool then it would not be economically viable for the project to continue and this would have an impact on the Economic Appraisal. Debbie also explained that if the Council wished to apply to reprofile some costs to cover the move then a full cost exercise of all the options available would need to be sent to her as soon as possible in order for her to bring to the Department for approval. It was agreed that Tom and Ciara would draw up a paper with all the options for Debbie to present to the Department. It was noted that on this paper Council should highlight the need for the Department to pay for the relocation of the portacabins otherwise the project would not be sustainable.

#### **Downpatrick Football Club:**

It was explained to the Project Board that in the topographical survey carried out there was a discrepancy between this and the original plan carried out in 2014. It was noted that there was a 5/6 meter difference between the old and the new building. Paul explained that he would be sending this revised plan to the racecourse. He highlighted that this did not appear to be an issue for the racecourse and that relations between the Group and the Racecourse were good. It was agreed that Paul would arrange a further meeting with Alison Robb in order to get the legal standing on the rent.

Regarding the Architect in Downpatrick Sonya explained that after consultation with Belfast Legal Services it was agreed the contract was between the group and the supplier and therefore Council was not involved. This had been explained back to group and has now the project gone out to tender.

It was explained that the OBA Report had been amended to include Downpatrick Football Clubs outcomes and that the signed contract had been received by the Council.

**Ballyhornan:**

Regarding Ballyhornan, the Group are content with the football pitch size. It was explained that Council have yet to obtain a valuation for the three sections on land not yet owned. It was noted that these three parts are expected to cost approximately £7,500. It was also explained that quotations for works obtained in January 2015 would still be relevant. Tom explained that the Group are trying to get the pieces of land gifted to them from the landowners. It was agreed that Jeremy would meet with LPS in order to secure the quotes for the three pieces of land.

**AGREED:**

1. Tom and Ciara to send Debbie a full costing of all options available regarding the relocation of the protacabins.
2. Paul to send revised plan to the Racecourse in Downpatrick
3. Paul to arrange meeting with Alison Robb regarding the rent in Downpatrick.
4. Jeremy to meet with LPS to get the quotes for the three pieces of land in Ballyhornan.

**CASTLEWELLAN COMMUNITY CENTRE:**

Tom expressed concern that a Letter of Offer confirming the completion date change from June 2017 to June 2018 had not yet been received. Tom explained his understanding of the random selection tender process to the Project Board. It was agreed that Kenny would contact CPD and obtain clarification on the exact tender process that would be followed. It was noted that the closing date for tender for the Castlewellan project was 6 December 2016.

The risk register was reported for noting.

**AGREED:**

1. Kenny to contact CPD for clarification on tender process

**COMMUNITY OPERATED SPORTS FACILITIES:**

It was noted that the closing date for the tender for the 3g pitches was 9 December 2016.

**DOWNPATRICK:**

The risk register was reported for noting.

**KILCOOLEY:**

It was agreed that Ciara set up monthly meetings with the Group. Concern was expressed regarding the transfer of land from the Housing Executive to the group. It was explained that the Council would lease the land from the Housing Executive and the Group would then lease the land from the Council. It was noted that there would be a lot of conditions regarding these leases and Ards and North Down Council would need to agree these conditions before the lease could be finalised. It was explained that the Housing Executive had asked for points of clarification and these had been responded to. Debbie McKinney explained she had met with the school regarding the parking issue. The school agreed that the parking was a current issue and that the parking made available with this project would ease their current parking problems.

The risk register was reported for noting. It was noted that the transfer of land be added to the risk register.

**BALLYHORNAN:**

It was agreed that Ciara set up monthly meetings with the Group.

The risk register was reported for noting.

The issues regarding rubber crumb and the thoughts that it is cancer causing was discussed. It was noted that there is currently no scientific evidence to back these concerns. It was agreed that Jeremy contact FIFA, Sport NI and other relevant bodies to obtain their recommendations. Debbie McKinney noted that these recommendations would need to be relayed back to Ards and North Down Council as this was raised as an issue by them.

**AGREED:**

1. **Ciara to set up monthly meetings with Ballyhornan and Kilcooly Football Clubs.**
2. **Jeremy to contact FIFA, Sport NI and other sporting bodies to obtain recommendations regarding rubber crumb.**

**UPDATE FROM DEPARTMENT FOR COMMUNITIES:**

There were no issues raised by the Department.

**AGREED:****FINANCE:**



It was noted that the first claim had been received.

**AGREED:**

Signed: Eamon McManus  
Chairperson

Signed: Sonya Burns  
Programmes Manager

**Next Project Board Meeting:** Friday 13 January 2017, 10:30am, Training Room,  
Monaghan Row, Newry.

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**MINUTES OF SIF CAPITAL PROJECT BOARD MEETING  
FRIDAY 30 September 2016 AT 2PM TRAINING ROOM, MONAGHAN ROW,  
NEWRY**

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**CHAIRPERSON:** Eamon McManus

**IN ATTENDANCE:** Sonya Burns  
Sarah McClory  
Raphael Crummy  
Debbie Murphy  
Janine Hillen  
Paul Brannigan  
Eamon McManus  
Tom McClean  
James Gordon  
Jeremy Sodden  
Ciara Burns  
Aisling Smith

**APOLOGIES:** Eddy Curtis  
Kenny Knox  
Catherine McInerney

**APPOINTMENT OF CHAIR:**

Eamon McManus was appointed chair of the Project Board.

**INTRODUCTIONS:**

Introductions took place and apologies were noted.

**CONFLICT OF INTEREST:**

There were no conflicts of interest noted.

**CASTLEWELLAN COMMUNITY CENTRE:**

Eamon presented a brief overview of the Letter of Offer (LoO) process to date:  
30/03/16 – LOO received by Council  
27/06/16 – PID submitted  
09/09/16 – Letter of Commencement received

Eamon confirmed that within the terms of the Letter of Commencement a SIF Capital Project Board had to be established.

Eamon invited Tom to present an introduction to the Castlewellan Project. Tom presented a drawing of the proposed plan for Castlewellan and this was explained to the Board. Tom explained that the Castlewellan Community Partnership are keen to retain the portacabins that are currently on site. It was noted that the Castlewellan Community Partnership have been informed that these structures have to be assessed and any work carried out on these structures will have to come out of the overall budget for the project. Debbie explained that if any work was to be carried out on these structures approval from the Executive would need to be obtained. Tom asked for clarification if approval would also be needed for demolition. Debbie confirmed this would not need approval as demolition of these structures was in the original project plan.

Tom explained that the drawings had not yet been released to the design team. It was also explained that the architect responsible for the drawings had been contracted up to the planning application stage and that his drawings are now on the portal and therefore free to use with no intellectual property issues. Tom noted that there would be future cost implications of the flat roof on the current drawings of the new building.

It was explained to the board that the Castlewellan Community Partnership are keen to continue to use part of the site for portacabins while construction/ demolition takes place. Tom explained this was not best practice and asked if any other options had been found. Ciara explained that she had met with the group and the following three options had been agreed:

1. Hire Cabins from the Donnelly Group
2. Move to a venue in Annsborough
3. Move to a venue in Kilmeddan.

It was noted that with any of these options Social Services would have to be contacted and an assessment carried out for the nursery school.

Sonya explained to the board that the Castlewellan Community Partnership are keen to use the architect who completed the drawings for use for the entire project. It was agreed that the original contract with the architect was now completed and that no direct appointment would be approved. Sonya explained this needed to be highlighted to the Castlewellan Community Partnership and this issue closed. Eamon clarified that the architect would be invited to tender for the project but this would all be done on the eprocurement system and therefore the architect would need to register on this system. Debbie agreed that no direct award would be approved by the Executive as the process needs to be open and transparent.

Eamon asked for confirmation that all information requested by the CPD officers had been sent and everyone is content with the PQQ. Tom and James confirmed all had been sent. Debbie explained that Kenny was looking after this aspect of the project but that she was not aware of any outstanding issues.

The risk register for the Castlewellan Project was presented for noting. Tom asked to add a new risk regarding revising the LoO dates once the tender process had been completed. Debbie agreed this would be acceptable.

The Issues log was presented for noting. Janine highlighted that there was a lack of communication back from the group and suggested setting up a schedule of ongoing meetings with the group in order to improve communication.

Sarah presented a monitoring and evaluation report for noting.

Eamon asked if the board was happy to proceed to the next stage of the project. All agreed.

**AGREED: Ciara to organise a schedule of meetings with the group and also to meet with Social Services to discuss the options while construction is carried out.**

**Castlewellan Community Partnership to be informed that no direct appointment of the architect to the project would be approved.**

**LoO dates to be revised once tender process completed.**

**To proceed to the next stage of the project.**

**OBA Report card agreed.**

### **COMMUNITY OPERATED SPORTS FACILITIES:**

Eamon presented a brief overview of the Letter of Offer (LoO) process to date:

14/03/16 – LOO received by Council

27/06/16 – PID submitted

15/08/16 – Letter of Commencement received

### **DOWNPATRICK:**

Paul presented the drawings for the Downpatrick project. He explained full planning permission has already been obtained for the project. Paul informed the Board that there were some outstanding copyright issues with the original architect. Paul explained that there a topographical survey was to be carried out on Tuesday 4<sup>th</sup> October to agree the boundary and progress the project forward. Sonya explained that with this project there is an initial supplier who is requesting financial compensation. The current negotiation includes a £5,000 payment but they are also seeking a £90 per hour fee for any extra communication. Sonya advised that these contracts are with the legal advisor and a meeting was to take place as soon as possible.

Risk Register was presented for noting. Architects intellectual property issue to be added to the register. Issues log was presented for noting. It was agreed to remove number 1.

#### **KILCOOLEY:**

Paul presented the drawings of the Kilcooley Project to the Board. He explained that the land was originally owned by the housing executive and has yet to be transferred to the group. This project includes prefab changing rooms. Paul explained that a new entrance to the adjoining primary school had to be included and this required a new drawing from a design team that have yet to be appointed. Risk Register was presented for noting. Issues log was presented for noting. It was agreed to add maintenance to all issues logs.

#### **BALLYHORNAN:**

Jeremy presented drawings and explained this project to the board. He explained planning permission has already been obtained however there are some land ownership issues. Some adjacent land needs to be bought from the current land owners. One piece of land has already been acquired and an agreement on one other piece has yet to be achieved. Debbie requested that drawings with these land issues be sent to her to then be forwarded onto LPS. Debbie suggested the fees paid out to acquire the land be taken from the Council budget and therefore no approval from the Executive is needed. Jeremy informed the Board that a digital survey had been completed on this project the previous week. Risk register for noting.

Sarah presented a monitoring and evaluation report for noting on all the schemes.

Raphael expressed a concern regarding maintenance of the pitches and suggested a sinking fund be considered to prevent Council being left with costs for the upkeep of these projects in the long term. Management of these sinking funds would also need to be addressed in the agreement between Council and the Community groups.

**AGREED: Jeremy to send drawings of land issues on the Ballyhornan project to Debbie for forwarding onto CPD.**

**Downpatrick – remove the first issue from the log.**

**Maintenance issues and sinking fund to be added to all issues logs.**

**OBA report cards agreed.**

#### **UPDATE FROM DEPARTMENT FOR COMMUNITIES:**

Raphael explained that he had been out and visited the groups involved in the projects. He informed the Board that the Department for Communities is actively encouraging the Downpatrick Club to increase its membership and engage with



the community. He explained that he is meeting with the Kilcooley group on Monday 3<sup>rd</sup> October. Sonya recommended that meetings with the groups were coordinated between Council, Department for Communities and the Executive to minimize the overlapping of meetings. Raphael expressed some concerns over future sustainability, widespread support and engagement. Sonya agreed that this must be a priority. Raphael also had some queries regarding contracts from the Council to the groups. Eamon explained this would be discussed at a later date. Sonya added that Alison Robb and Patrick Green should be invited to the Project Board meetings in order to advise on the legal/contract issues.

**AGREED: Alison Robb and Patrick Green to be invited to future Project Board meetings.**

**Ards and North Down Council to be invited to future Project Board meetings.**

### **FINANCE:**

Sonya requested a Letter of Comfort from the Department for Communities. Raphael explained that the Department does not issue letters of comfort but deal on a contract or no contract basis. Debbie suggested that between the Executive and the Department for Communities they will do a technical transfer and then a letter can be issued. Sonya informed Debbie that the Council currently have no claim form from the Executive for this project. Debbie agreed to send this to Sonya. Tom queried if Break Clauses could be included in the contracts as at the moment the Council are working at risk until the tenders are agreed.

**AGREED: Debbie to send claim form to Sonya.**

Eamon asked if all agreed and to proceed to the next stage - PQQ.

**ALL AGREED**

Signed: Eamon McManus  
Chairperson

Signed: Sonya Burns  
Programmes Manager

**Next Project Board Meeting:** Monday 17 October 2016, 10:30am, Training Room, Monaghan Row, Newry.

|                                                     |                                                                                   |
|-----------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Agenda Item:</b>                                 |                                                                                   |
| <b>Report to:</b>                                   | Active and Healthy Communities Committee                                          |
| <b>Date of Meeting:</b>                             | 21 August 2017                                                                    |
| <b>Subject:</b>                                     | DEA Fora Update                                                                   |
| <b>Reporting Officer<br/>(Including Job Title):</b> | Janine Hillen, Assistant Director Community Engagement                            |
| <b>Contact Officer<br/>(Including Job Title):</b>   | Damien Brannigan, Head of Engagement<br>Suzanne Rice, DEA Coordinator (Crotlieve) |

#### Decisions required:

- **Members are asked to consider the contents of the report below, and agree to approve the actions outlined in the following attached action sheets:**
  - **Rowallane DEA Private Meeting held on the 6<sup>th</sup> June 2017**
  - **Crotlieve DEA Private Meeting held on the 20<sup>th</sup> June 2017**

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.0</b> | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1.1        | <p><b>DEA Fora Public Engagement Events</b></p> <p>Two public engagement events took place in June 2017 as follows:</p> <ul style="list-style-type: none"> <li>&gt; Slieve Gullion DEA Forum held an Education and Employment event on the 20<sup>th</sup> June in Newtownhamilton Community Centre. This event gave young people the opportunity to meet with representatives from a number of employment and education services.</li> <li>&gt; Slieve Croob DEA Forum in partnership with County Down Rural Community Network held a Men's Health and Well-being event on 13<sup>th</sup> June 2017 in Clough Presbyterian Hall.</li> </ul> <p><b>Level of Civic Participation</b></p> <ul style="list-style-type: none"> <li>&gt; DEA Coordinators in partnership with the US Consulate held a youth engagement event in the Downshire Civic Centre on the 22<sup>nd</sup> June 2017. Approximately 50 young people had the opportunity to discuss local and national political issues with our elected representatives.</li> <li>&gt; DEA Coordinators offered support and guidance to groups submitting applications to the Council's second call of the 2017-2018 financial assistance programme.</li> <li>&gt; Slieve Gullion, Newry and Crotlieve DEA Forums held a 1916 historical tour of Dublin for 40 representatives of three women's groups. The women who took part recently completed the Controversial Conversations workshop delivered by the Women's Resource and Development Agency. Dr Eamonn Phoenix attended the event and gave an overview of the historical events of that time. The visit was funded by The Executive Office.</li> </ul> <p><b>Level of Health Status</b></p> <ul style="list-style-type: none"> <li>&gt; DEA Coordinators are working with local community representatives to agree the location of one free play scheme (delivered by Playboard) for each district electoral</li> </ul> |

|            |                                                                                                                                                                                                                                                                                                                                        |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | area. The play schemes are to be delivered in August 2017.                                                                                                                                                                                                                                                                             |
| <b>2.0</b> | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                     |
| 2.1        | None                                                                                                                                                                                                                                                                                                                                   |
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                                                |
| 3.1        | <p>That Members consider the above report and approve the action sheets from the following DEA Forum Private meetings:</p> <ul style="list-style-type: none"> <li>&gt; Rowallane DEA Private Meeting held on the 6<sup>th</sup> June 2017</li> <li>&gt; Crotlieve DEA Private Meeting held on the 20<sup>th</sup> June 2017</li> </ul> |
| <b>4.0</b> | <b>Resource implications</b>                                                                                                                                                                                                                                                                                                           |
| 4.1        | None                                                                                                                                                                                                                                                                                                                                   |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                                                                                                                                                                                                                       |
| 5.1        | The actions detailed have been developed to meet Council's statutory duty to promote Good Relations.                                                                                                                                                                                                                                   |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                                                                                                                                                                                                                      |
| 6.1        | <p>Appendix I: DEA Forum Private Meeting action sheets for:</p> <ul style="list-style-type: none"> <li>&gt; Rowallane DEA Private Meeting held on the 6<sup>th</sup> June 2017</li> <li>&gt; Crotlieve DEA Private Meeting held on the 20<sup>th</sup> June 2017</li> </ul>                                                            |

**ACTION SHEET- Rowallane District Electoral Area Meeting – 6<sup>th</sup> June 2017**

| <b>ITEM</b> | <b>SUBJECT</b>                                          | <b>DECISION</b>                                                                                                                                                                                                                                                                 | <b>FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed</b>                   |
|-------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| DEA/3/2017  | Welcome new Chairperson and Vice Chairperson            | Councillors Terry Andrews appointed Chairperson and Councillor Robert Burgess Vice Chairperson                                                                                                                                                                                  | Noted                                                                                                                     |
| DEA//2017   | Minutes of meeting dated 15 <sup>th</sup> February 2017 | Minutes proposed by Ross Connolly and Seconded by Cllr William Walker                                                                                                                                                                                                           | Noted.                                                                                                                    |
| DEA/4/2017  | Report of Public Meeting 25/04/17                       | Minutes proposed by Brian Gamble and Seconded by Cllr Harry Harvey. Ellen to invite Head of Communications and Marketing to the next meeting.                                                                                                                                   | Noted.<br><br>Invitation issued on 21/06/17 to next private meeting 9 <sup>th</sup> October at 9.00 a.m. in Market House. |
| DEA/6/2017  | Coordinator Report and Action Plan Update               | Ellen circulated a written Coordinator report and provided a verbal update on the Rowallane Action Plan.                                                                                                                                                                        | Noted.                                                                                                                    |
| DEA/7/2017  | Update on Village Plans and Ballynahinch Masterplan.    | Members noted verbal update provided by Coordinator.                                                                                                                                                                                                                            | Noted.                                                                                                                    |
| DEA/8/2017  | Development of Delamont Country Park                    | Ellen to prepare letter on behalf of Forum to Senior Management seeking meeting to develop Delamont and circulate for consideration prior to sending.<br>Councillor Brown asked that Killyleagh Rowing Club be included in any proposals as they were currently seeking a base. | Letter circulated on 23 <sup>rd</sup> June following approval of Forum members.                                           |

|             |                           |                                                                                                                                                                                                                    |                                                                                                                                                    |
|-------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| DEA/9/2017  | Next Public Meeting       | Date agreed as 4 <sup>th</sup> August 2017 in Bridge Centre Killyleagh.                                                                                                                                            | Ellen to organise and promote with a view to dovetailing on Community Association Festival.                                                        |
| DEA10/2017  | Review Terms of Reference | Agreed to amend paragraph 3 page 3 of Terms of Reference to read engagement events (instead of meetings) and Events (rather than meetings)                                                                         | Ellen emailed Assistant Director Janine Hillen who has agreed to appoint DEA Coordinator to review Terms of Reference at next Coordinator meeting. |
| DEA/11/2017 | Update on Play Strategy   | Members noted the inclusion of Bridge Centre Playground in Year 1 Lislane Year 2 and Westlands Year 3, Kilmore Year 4 and Barnamaghery Villas year 5 within the strategy which was currently being consulted upon. | Noted.                                                                                                                                             |



**ACTION SHEET- Crotlieve District Electoral Area Meeting 20 June 2017**

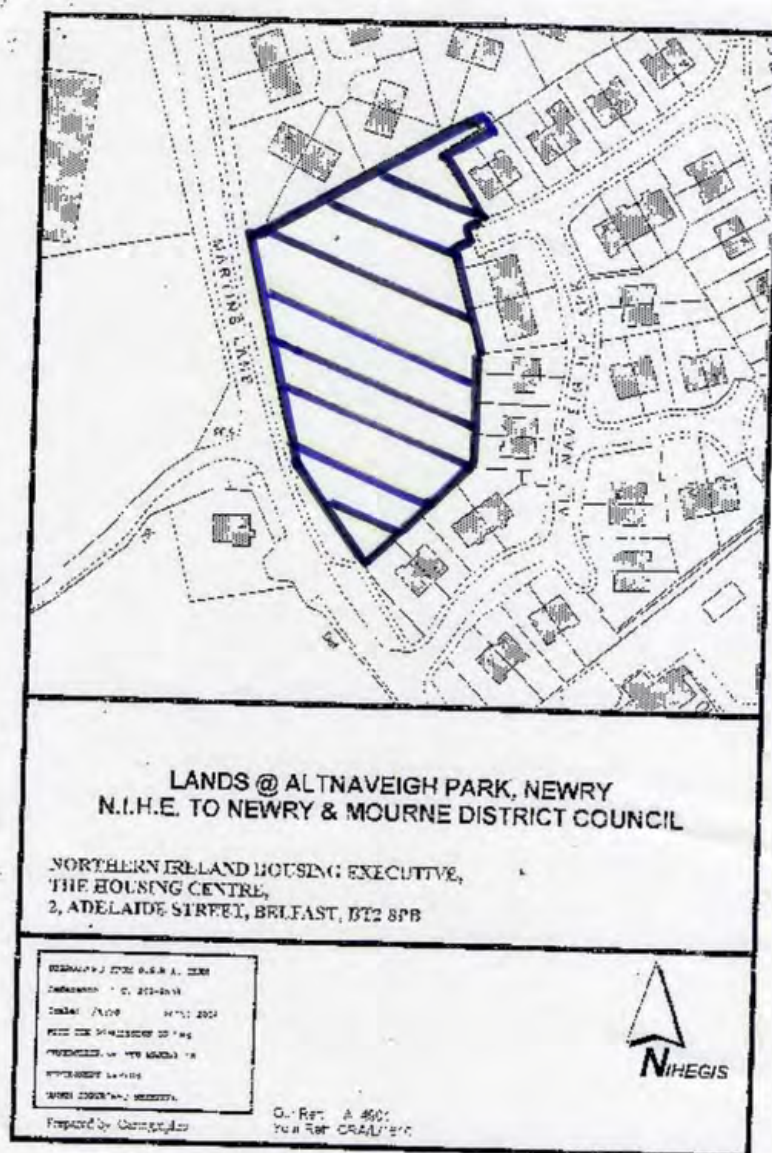
| ITEM          | SUBJECT                                                     | DECISION                                                                                                                      | FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed.                                                                                                  |
|---------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DEA/C/16/2017 | Update by Seamus Crossey on Warrenpoint Public Realm Scheme | 16a ) Time restrictions on parking in Warrenpoint                                                                             | Crotlieve DEA Forum submit a letter of support to Transport NI with regard to approval to erect signage stating a 2 hour waiting period in Church Street in Warrenpoint..                          |
|               |                                                             | 16b) Time restrictions on parking in Warrenpoint Square                                                                       | The subject of time allowance of parking in Warrenpoint Square be included in the next agenda of the Crotlieve DEA Forum Meeting.                                                                  |
|               |                                                             | 16c) Cleaning of footpaths in Warrenpoint                                                                                     | S Crossey to ask Council's Maintenance Dept to advise Crotlieve DEA Co Ordinator of the cleaning programme for footpaths in Warrenpoint and report back to the Forum.                              |
| DEA/C/20/2017 | Safety                                                      | 20a) PCSP - £1000 Fund available for summer youth activities. Must be evidence based needs, eg anti social activity           | Members to submit details to Suzanne Rice, Crotlieve DEA Co Ordinator as soon as possible to deliver diversionary activities during the summer months.                                             |
|               |                                                             | 20c) Kilbroney Park – Issues regarding Kilbroney Masterplan and Mountain biking.<br><br>Location of amusements in Warrenpoint | A meeting with senior Officials from ERT Department be arranged to discuss urgent matters:<br>i) Kilbroney Park Masterplan, including Mountain Biking<br>ii) Location of amusements in Warrenpoint |
| DEA/C/21/2017 | Environmental                                               | Dog Fouling – Issue of dog fouling in Warrenpoint Town area.                                                                  | It was agreed that a request would be made to the relevant Council section for dog waste bags to be replenished in Kilbroney Park.                                                                 |
|               |                                                             |                                                                                                                               |                                                                                                                                                                                                    |
|               |                                                             |                                                                                                                               |                                                                                                                                                                                                    |



|                           |                                                                                                     |
|---------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Report to:</b>         | AHC Committee                                                                                       |
| <b>Date of Meeting:</b>   | 21 August 2017                                                                                      |
| <b>Subject:</b>           | Lease of Land for Play Area at Martin's Lane, Newry NIHE to Newry, Mourne and Down District Council |
| <b>Reporting Officer:</b> | Roland Moore, Assistant Director Leisure and Sport                                                  |
| <b>Contact Officer:</b>   | Conor Haughey, Head of Outdoor Leisure                                                              |

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision required:</b><br><br><b>Members to consider the contents of the report and approve to renew lease at Martin's Lane, Newry together with the £9,000 overspend (due to legacy Newry and S P &amp; R departments previously holding the budgets for these, responsibility now transferred to AHC).</b> |                                                                                                                                                                                                   |
| <b>1.0</b>                                                                                                                                                                                                                                                                                                      | <b>Purpose and Background:</b>                                                                                                                                                                    |
| 1.1                                                                                                                                                                                                                                                                                                             | Legacy Newry and Mourne District Council held a 10 year lease agreement with NIHE for land at Martin's Lane, Newry at a premium of £9k per year.                                                  |
| 1.2                                                                                                                                                                                                                                                                                                             | The Lease expired in June 2017.                                                                                                                                                                   |
| <b>2.0</b>                                                                                                                                                                                                                                                                                                      | <b>Key issues:</b>                                                                                                                                                                                |
| 2.1                                                                                                                                                                                                                                                                                                             | Legacy Council had a 10 year lease expiring in June 2017 therefore currently this facility is being used by the public and maintained by Council with no lease in place.                          |
| 2.2                                                                                                                                                                                                                                                                                                             | Council has play area on site currently,                                                                                                                                                          |
| 2.3                                                                                                                                                                                                                                                                                                             | The green open space area and fixed play park at this location is identified as required within the Council's Play Strategy.                                                                      |
| <b>3.0</b>                                                                                                                                                                                                                                                                                                      | <b>Recommendation:</b>                                                                                                                                                                            |
| 3.1                                                                                                                                                                                                                                                                                                             | That Members agree to renew its Lease for land at Martin's Lane, Newry, for a further 10 year period subject to a premium to be determined by Land & Property Services. Anticipated to be £9,000. |

|            |                                                                                                                                                                                                                                                                                                                     |
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| <b>4.0</b> | <b>Resource implications</b>                                                                                                                                                                                                                                                                                        |
| 4.1        | <p><b>Financial:</b></p> <p>Premium as assessed by Land and Property Services for a 10 year lease for recreational purposes anticipated to be £9,000.</p> <p>Minimal legal costs.</p> <p>£9,000 overspend within the 2017/18 budget and thereafter £9,000 included in rates estimate for duration of the lease.</p> |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                                                                                                                                                                                                    |
| 5.1        | It is not anticipated the renewal of the lease will have an adverse impact upon the promotion of equality of opportunity and good relations.                                                                                                                                                                        |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                                                                                                                                                                                                   |
| 6.1        | Map of area                                                                                                                                                                                                                                                                                                         |





|                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <b>Report to:</b>                                   | Active and Healthy Communities                     |
| <b>Date of Meeting:</b>                             | 21 August 2017                                     |
| <b>Subject:</b>                                     | Active Ageing                                      |
| <b>Reporting Officer<br/>(Including Job Title):</b> | Roland Moore, Assistant Director Leisure and Sport |
| <b>Contact Officer<br/>(Including Job Title):</b>   | Kieran Gordon, Head of Indoor Leisure              |

#### Decisions required:

- Members are asked to consider the contents of the report and approve: Accepting South Eastern Health and Social Care Trust Service Level Agreement for an Active Ageing Programme**

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.0</b> | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1.1        | <p>Newry Mourne and Down District Council spans over two Health and Social Care Trust areas, namely the Southern Area and the South Eastern Area.</p> <p>Officers has established key contacts within each trust area in a bid to develop and forge partnerships in order to mutually benefit and achieve key service and reporting aims.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>2.0</b> | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2.1        | <p>The SEHSCT have a branded "Active Aging" programme within its other Council areas and now wish to extend this opportunity to Newry Mourne and Down District Council. The aim of the scheme is to:</p> <ul style="list-style-type: none"> <li>offer a wide range of physical activity opportunities for older people (Branded Active Ageing) across NMDDC Indoor and Outdoor leisure / recreational and community facilities. Activities offered should consider both existing and new activities. Dance and strength and balance related activities should form part of the programme</li> <li>Using a range of marketing and promotional mediums and materials, recruit older people (the actives 50+, those in transition – and frail older adults) to the activities offered.</li> <li></li> </ul> |
| 2.2        | <p>The SEHSCT wish to enter into a contract with NMDDC to:</p> <ul style="list-style-type: none"> <li>Produce a promotional plan, design / produce and distribute (posters, pull up banners, programmes etc) and ensure brand visibility at each facility</li> <li>Monitor and evaluate the Active Ageing 'Physical Activity' Campaign and report at the end of each quarter to the SEHSCT using the outcomes based accountability template and questionnaire provided</li> </ul>                                                                                                                                                                                                                                                                                                                        |
| 2.3        | As NMDDC spans over two Trust areas, it is anticipated that this scheme will also                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|            | be extended to cover the Southern area also to ensure a consistent approach is adopted across the District.                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3.1        | That Council enter into a service level agreement with the SEHSCT for the implementation of a branded Active Ageing programme across its Indoor and Outdoor leisure facilities across the District.                                                                                                                                                                                                                                                                                          |
| <b>4.0</b> | <b>Resource implications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4.1        | Officer time – to make staff and customers aware of arrangements, to co-ordinate training plan                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5.1        | <p>The Active Ageing Programme is specifically targeted at older people and is a positive action measure intended to benefit older people. This approach is compliant with the Council's Section 75 statutory duties to have due regard towards the promotion of equality of opportunity through increasing public access to information and services we provide.</p> <p>It is not anticipated the programme will have an adverse impact upon equality of opportunity and good relations</p> |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6.1        | Appendix A – Service Level Agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



South Eastern Health  
and Social Care Trust

# CONTRACT FOR THE PROVISION OF COMMUNITY SERVICES

CONTRACT ID:

Newry Mourne and Down District Council

WVTLT

SET/CSC/F03

Version 2

June 2017

## CONTRACT FOR THE PROVISION OF COMMUNITY SERVICES 2017 / 2018

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### DESCRIPTION OF PARTIES

This Contract is made between;

**(1)The South Eastern Health & Social Services Trust also known as the South Eastern Health & Social Care Trust (here after referred to as the "Trust") having its address, for the purpose of this agreement, at Trust Headquarters, Administration and Training Centre, Ulster Hospital, Upper Newtownards Road, Belfast, BT16 1RH, AND**

**(2) The Provider as detailed below;**

|                          |                                                                        |
|--------------------------|------------------------------------------------------------------------|
| <b>Provider Name:</b>    | Newry Mourne and Down District Council                                 |
| <b>Company No:</b>       | XXX                                                                    |
| <b>Provider Address:</b> | Monaghan Row, Newry, BT35 8DJ,<br>Northern Ireland                     |
| <b>Contact Person</b>    | Head of Indoor Leisure                                                 |
| <b>Telephone Number</b>  | 0300 013 2233                                                          |
| <b>Email Address</b>     | <a href="mailto:kieran.gordon@nmandd.org">kieran.gordon@nmandd.org</a> |

|                              |                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------|
| <b>Trust Contact Person:</b> | Jeff Scroggie / Lynda Vladeanu                                                       |
| <b>Trust Location</b>        | Lisburn Health Centre                                                                |
| <b>Telephone Number</b>      | 02892501378                                                                          |
| <b>Email Address</b>         | <a href="mailto:Jeff.scroggie@setrust.hscni.net">Jeff.scroggie@setrust.hscni.net</a> |

SET/CSC/F03

Version 2

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## Section A - Finance, Activity & Monitoring

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### **FINANCIAL ARRANGEMENTS**

The Trust will pay the Provider the sum of £3000 for the services described below.

**This Contract is for the period 1 April 2017 to 31 March 2018**

**Contract ID: BLOCK CONTRACT (Payment by monthly invoice to BSO Shared Services)**

**Cost Centre: DC2423**

**Contract ID:**

### **DESCRIPTION OF SERVICE TO BE PROVIDED**

**This is a Contract for the provision of:** The Active Ageing Programme (physical activity opportunities)

1. Manage and deliver a wide range of physical activity opportunities for older people (Branded Active Ageing) across the Newry Mourne and Down Council Indoor and Outdoor leisure / recreational and community facilities. Activities offered should consider both existing and new activities. Dance and strength and balance related activities should form part of the programme
2. Using a range of marketing and promotional mediums and materials, recruit older people (the actives 50+, those in transition – and frail older adults) to the activities offered.
3. Produce a promotional plan, design / produce and distribute (posters, pull up banners, programmes etc) and ensure brand visibility at each facility
4. Monitor and evaluate the Active Ageing 'Physical Activity' Campaign and report at the end of each quarter to the SEHSCT using the outcomes based accountability template and questionnaire provided

### **SPECIAL TERMS AND CONDITIONS**

See Section B



## MONITORING ARRANGEMENTS

**In addition to Monitoring Arrangements agreed between the Service Manager and the Provider, the Provider will also complete quarterly monitoring returns attached in Appendix 1 submitted to:**

Contracts, Social Care Procurement and Commissioning  
South Eastern Health and Social Care Trust,  
Top Floor, Home 6, Ulster Hospital, Upper Newtownards Road, Dundonald, BT16 1RH.  
Or emailed to:  
Contracts@setrust.hscni.net

**Quarterly Monitoring Forms must be returned to above address / email in the first week of every quarter.**

**Funding may be suspended should the monitoring returns fail to be presented in the first week of every quarter.**

## **Section B - Terms and Conditions**

### Terms & Conditions

1. This contract is subject to the South Eastern Health & Social Care Trust's Community Services Standard Terms & Conditions (June 2013) and by signing this contract we the Provider hereby confirm that we have read and accepted the attached Standard Terms and Conditions (*additional copies are available from the Trust's Commissioning and Contracting Department*)
2. The Provider shall produce a completed Confirmation of Providers Insurance form (see attached Appendix 2) together with a valid Certificate of Insurance prior to the commencement of this contract.

### **Special Terms and Conditions**

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SIGNED ON BEHALF OF:  
**The Provider**

SIGNED ON BEHALF OF:  
**South Eastern Heath and Social Care Trust**

\_\_\_\_\_  
\*NAME  
Kieran Gordon

\_\_\_\_\_  
\*NAME  
Neill Guickan

\_\_\_\_\_  
DESIGNATION  
Head of Indoor Leisure

\_\_\_\_\_  
DESIGNATION  
Director of Finance

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**Please sign both copies and return to:**

**Contracts, Social Care Procurement and Commissioning Department  
South Eastern Health and Social Care Trust,  
Top Floor, Home 6, Ulster Hospital,  
Upper Newtownards Road,  
Dundonald,  
BT16 1RH.**

The Trust requires the Provider to respond to this Contract in writing within 10 working days.

If you do not respond within the agreed timescales and fail to notify the Trust of your intention not to sign then the Trust continue on the assumption that you/your organisation are in agreement with the content of the contract. The General Contract Terms and Conditions remain extant.

|                          |                                                    |
|--------------------------|----------------------------------------------------|
| <b>Report to:</b>        | AHC Committee                                      |
| <b>Date of Meeting:</b>  | 21 August 2017                                     |
| <b>Subject:</b>          | Commonwealth Games Queen's Baton                   |
| <b>Reporting Officer</b> | Roland Moore, Assistant Director Leisure and Sport |
| <b>Contact Officer</b>   | Conor Haughey - Head of Outdoor Leisure            |

**Decisions required:**

- Members are asked to consider the contents of the report and approve the promotion of our District and our Sports Facilities by welcoming the Commonwealth Games Queen's Baton on Wednesday 30<sup>th</sup> August at St. Colman's College Complex Newry.**

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.0</b> | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1.1        | <p>The commonwealth Queen's Baton will be in Northern Ireland from Monday 28<sup>th</sup> August to Wednesday 30<sup>th</sup> August. The Commonwealth Games Committee will be touring Northern Ireland to promote Tourism attractions e.g. Giant's Causeway.</p> <p>The Commonwealth Queen's Baton will be in our District for a promotional opportunity at the Cloughmore Stone in Kilbroney Park, Rostrevor. The Commonwealth Games Committee has offered the Council an opportunity to promote our own sports facilities within the District.</p> <p>Details of the Commonwealth Games Queen's Baton can be seen on their Webpage (Link in Appendices).</p> |
| <b>2.0</b> | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.1        | Council to arrange a sports event at St. Colman's College, Newry on the afternoon of the 30 <sup>th</sup> August in order to host the arrival of the Queen's Baton.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3.1        | That Members approve the hosting of the Commonwealth Games Queen's Baton on Wednesday 30 <sup>th</sup> August at St. Colman's College, Newry during a EBA 2020 athletics programme event.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>4.0</b> | <b>Resource implications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4.1        | Officer's time and provision of hospitality (tea/coffee) during the event.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|            |                                                                                                                                                                                                                                                     |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                                                                                                                                    |
| 5.1        | The initiative provides an opportunity to promote Council's own sporting facilities and has potential to have a positive impact in terms of equality of opportunity, and in particular regard towards the desirability of promoting good relations. |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                                                                                                                                   |
| 6.1        | For general information regarding the Baton<br><a href="https://www.gc2018.com/qbr/baton#">https://www.gc2018.com/qbr/baton#</a> .                                                                                                                  |

|                          |                                                    |
|--------------------------|----------------------------------------------------|
| <b>Report to:</b>        | AHC Committee                                      |
| <b>Date of Meeting:</b>  | 21 August 2017                                     |
| <b>Subject:</b>          | Donaghaguy Reservoir Capital Works                 |
| <b>Reporting Officer</b> | Roland Moore, Assistant Director Leisure and Sport |
| <b>Contact Officer</b>   | Conor Haughey - Head of Outdoor Leisure            |

**Decisions required:**

- **Members are asked to consider the contents of the report and approve the proposed existing three year capital programme for upgrading Donaghaguy Reservoir to be amalgamated as a single project within 2017/18 financial year with an overall budget of £150,000.**

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| <b>1.0</b> | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1.1        | <p>Currently, this facility has an allocation of £50,000 per annum for each of the next 3 years has been agreed within the rates estimates in order to upgrade and improve current walking paths and external fabrications at this facility. However, from officer's inspections of the site it is recommended that a single scheme would offer more value for money and the delivery of the project in one financial year.</p> <ul style="list-style-type: none"> <li>• The removal and installation of 5 no. fishing stands,</li> <li>• The re-surfacing of the lake pedestrian path and footbridge,</li> <li>• The re-surfacing and upgrade to the car park facility,</li> <li>• Improve fencing and signage around the facility,</li> <li>• Possible story trail features (complete with low level solar lighting).</li> </ul> |
| <b>2.0</b> | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.1        | <p>Combine £50,000 per annum 2017/18 to 2019/20 into one contract for a value of £150,000 and all works to be completed within one financial year.</p> <p>Finance Department have confirmed that this budget can be realigned within one financial year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3.1        | <p>That Members consider and approve the amalgamation of existing three year rates capital scheme into the 2017/18 financial year. Council officer's to liaise with local fishing club and Crotlieve DEA in relation to the single capital contract,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>4.0</b> | <b>Resource implications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



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| 4.1        | Officers time in delivery of a single year contract, the additional capital expenditure within 2017/18 brought forward from 2018/19 and 2019/20 budgets. |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                                         |
| 5.1        | No adverse equality impacts have been identified in relation to this proposal.                                                                           |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                                        |
| 6.1        | Not Applicable                                                                                                                                           |

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| <b>Report to:</b>        | AHC Committee                                      |
| <b>Date of Meeting:</b>  | 21 August 2017                                     |
| <b>Subject:</b>          | EBA2020 Partnerships                               |
| <b>Reporting Officer</b> | Roland Moore, Assistant Director Leisure and Sport |
| <b>Contact Officer</b>   | Conor Haughey - Head of Outdoor Leisure            |

|                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decisions required:</b>                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li><b>Members are asked to consider the contents of the report and approve the amalgamation of two partnership members within the EBA 2020 programme, in order to deliver more effective programmes and by doing so reach higher KPI targets as set by Sport NI.</b></li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>1.0</b>                                                                                                                                                                                                                                                                                                          | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1.1                                                                                                                                                                                                                                                                                                                 | Two of our existing partners within the EBA 2020 programme have requested if the Council (the lead partner in the Sport NI funded programme) can approve the removal of one of the groups (Down Rural community association) from the programme however their existing schemes /programmes are to be adopted by another lead partner (Clanyre Group) which shall remain within the overall programme.                                                                                                                 |
| <b>2.0</b>                                                                                                                                                                                                                                                                                                          | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2.1                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Sport NI are to give a overall approval for this realignment, in order for the amalgamation of two partner programmes and their coaching programmes inclusive of timeframes and activities.</li> <li>The combination of two partner programmes in order to meet Sport NI's KPI's and recording of stats.</li> <li>Council as the lead partner to realign the coaches and the programme timeframes.</li> <li>Council to realign payments and invoicing to one group.</li> </ul> |
| <b>3.0</b>                                                                                                                                                                                                                                                                                                          | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.1                                                                                                                                                                                                                                                                                                                 | <p>That Members accept the release of Down Rural Community from the EBA 2020 programme and to realign the structures and invoicing to Clanyre group partner in order to continue and deliver all coaching schemes and possible increase to Sport NI KPI figures.</p> <p>Down Rural Community Association and Clanrye must provide a Business Case to support this overall approval through Sport NI.</p>                                                                                                              |

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| <b>4.0</b> | <b>Resource implications</b>                                                                                                       |
| 4.1        | Officers time in realigning EBA 2020 programmes and invoicing arrangements<br>(All costs paid from the Sport NI EBA 2020 Funding). |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                   |
| 5.1        | Not Applicable                                                                                                                     |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                  |
| 6.1        | Clanrye Group Business Case to support recommendation.                                                                             |



2017-2020

EBA BUSINESS REPORT

# 1 EBA Business Case

## 1.1 Mission Statement

- 1.1.1 Clanrye Group will efficiently utilise all its resources to train, motivate and develop people for a brighter future.

Clanrye Group will continue to build on the established reputation of the company as a leading training and employment organisation for those furthest removed from the labour market to tackle disadvantage and improve health, skills and employment for all, especially those from marginalised groups. Social Enterprise will be integrated into all training activities.

## 1.2.2 Clanrye Group Vision

Our region will benefit from a highly skilled and dedicated team with excellent support for those in the community who need it most. It will be a place where participants are challenged and stretched to be the best they can; are skilled up to compete for jobs, and where all have the opportunity to achieve an excellent quality of life and who are valued and supported by their community. Clanrye will look holistically at the development of our participants with a firm focus on health and wellbeing as well as vocational development.

## 1.2.3 Clanrye Group Values

The values that underpin our work are:

- Making a Difference in terms of what we do and how this has impact on the local community.
- Quality and Excellence, delivering a highly professional service that challenges and stretches our participants to be the best they can be.
- People first, in terms of our commitment to our customers, our staff and the local community. Commitment built on a healthy work ethic, teamwork and strong leadership. Clanrye people have a positive can do attitude.
- Innovation across the organisation, driving new and better ways of serving the local community.

## 1.2.4 Strategic Aims and Objectives of the Organisation

- To ensure that the organisation is recognised on a province-wide basis.
- To influence policy and decision makers at all levels.
- To develop and deliver services on behalf of disadvantaged people.
- To ensure that services delivered are holistic in nature and include health and wellbeing as part of any programme of delivery
- To develop sustainable funding arrangements.
- To maintain effective and sustainable governance and management arrangements.
- To continuously monitor and measure the impact of Clanrye Groups work.



- To aid in reconciling division in our communities by developing programmes which meet the needs of our youth.
- To build strong links with the community and the public sector to achieve strategic aims and objectives.

Clanrye Group will achieve these goals ensuring our staff are engaged and aligned with the goals and objectives of the organisation.

### 1.3 Everybody Active Programme (EBA) – 2016-2020 – aims and objectives

Sport NI have funded District Councils across Northern Ireland to help increase quality opportunities for targeted groups to increase participation in sport and physical activities across key life-course transitions (for example children moving from primary school to post-primary, young people leaving education, having a family, or retiring from work). NMDdc have funded Clanrye Group and County Down Rural Community Network to deliver this programme on their behalf. In particular Clanrye target increases in participation among traditionally underrepresented groups which include: Women and girls (specifically aged 14-25), People with a disability; and those living in areas of greatest social need (specifically people living within the top 25% of wards designated by NI Multiple Deprivation Measure Index 2010) This fits entirely with the objectives set by Clanrye Group in relation to its overall objectives.

### 1.4 Everybody Active (EBA) – Current issues and concerns

- The objectives set by EBA differ from the objectives under the last Sport NI funded initiative, Active Communities which targeted older people as part of its remit.
- Changes to the administrative arrangements have led organisations to struggle to meet targets
- Current mode of operation unsustainable
- Coaches underpaid and demotivated
- No staff development equipment or expenses
- Logistically unsustainable
- Relationships between NMDdc and partners needs strengthened to be partnership focused

As a result of the above County Down Rural Community Network have proposed to transfer their contract to Clanrye Group and are seeking the support of NMDdc to do this.

## 1.5 Everybody Active (EBA) – Potential solutions and developments

- Merge the 2 everybody active programmes into one
- Rationalise by decreasing coaches from 4 to 3 and provide sports administration support
- Reset targets for coaches based on 100% practical delivery and increase salary
- Set in place development and resource budgets for coaches
- Put in place a sports coach administrator to manage enrolment and all admin functions
- Put in place a sports team lead to drive targets
- Put in place with NMDdc a MOU - Partnership approach to ensure targets are met
- Work with NMDdc to develop income streams to enable the programme to grow and add value

## 2. **Key operational factors for success are:-**

- Management staff within Clanrye Group has a proven track record – many years of combined experience in management, finance, marketing, personnel, enterprise and training.
- Partnership between County Down Rural Community Network and Clanrye Group strong
- Clanrye Group works with Council on a number of initiatives
- Excellent and highly motivated staff team with a wide variety of experience, knowledge and expertise in Programme development and sustainability
- Effective working Partnerships with the voluntary, public and private sector to include Newry Mourne and Down District council, Armagh City Banbridge and Craigavon Borough Council, Southern Health and Social Care Trust, Disability Employment Service, Department for the Economy, CEDAR Foundation, Citizens Advice Bureau, Newry and Mourne Enterprise Agency, County Down Rural Community Network, Confederation of Community Group, Women's Aid, PIPS and South Eastern Health and Social Care Trust.
- Continuous innovation and development on the range of courses on offer to meet the needs of the communities in which we operate.
- Promotion of Clanrye Group, NMDdc and the EBA programme to ensure national recognition and increased demand for our services.

### 3. Current Status and Basis of Projections

- Clanrye Group Directors are highly committed to the organisation since its inception. All bring good experience in a variety of business, legal and professional fields.
- Clanrye Group has the necessary financial strength to ensure this plan is successful.
- The Board of Clanrye Group is confident, that the projections in the appendices are achievable.
- We are also confident that targets can be reached with a renewed partnership approach with Council and the development of new income streams to enhance programme offer

#### 4. Conclusion

- Clanrye Group is confident that EBA will hit all targets set in 2017/18 and in subsequent years. The Programme will also achieve the community objectives embodied in the mission statement of Clanrye Group.



## Appendix 1 – Costings

Sport NI: Clanrye Group Limited

Costings: Proposed new staff structure

| <b>Sport NI: Clanrye Group Limited</b><br><b>Costings: Proposed new staff structure</b><br><b>(1 Year)</b> |      |                                                                                                            |              |               |               |                             |
|------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------|--------------|---------------|---------------|-----------------------------|
| <b>Staff</b>                                                                                               |      |                                                                                                            | <b>Gross</b> | <b>Er NIC</b> | <b>Er Pen</b> | <b>Gross, NIC &amp; Pen</b> |
| Community Sports Coach Administrator                                                                       | 1.00 | x part time (18 hrs p.w. £17k pro-rata)                                                                    | 8,053        |               | 81            | 8,133.16                    |
| Sports Coach – Team Lead                                                                                   | 1.00 | x full time (38 hrs p.w.)                                                                                  | 23,000       | 2,055         | 230           | 25,284.54                   |
| Sports Coach                                                                                               | 2.00 | x full time (38hr contract)                                                                                | 20,000       | 1,641         | 200           | 21,840.54                   |
|                                                                                                            |      |                                                                                                            |              |               |               | <b>77,099</b>               |
| <b>Other Costs</b>                                                                                         |      |                                                                                                            |              |               |               |                             |
| Staff travel                                                                                               |      | Use of personal vehicles @ £0.35p per mile, average 3400 miles x 3 staff                                   |              |               |               | 3,570                       |
| Staff Training                                                                                             |      | Statutory training and CPD for staff (D1 licence, H&S, first Aid, child prot./vuln. adults) £800 x 3 staff |              |               |               | 2,400                       |
| Telephone - mobiles                                                                                        |      | 3 Mobiles @ £25 per month                                                                                  |              |               |               | 900                         |
| Stationery                                                                                                 |      | Estimate: paper, toner, etc                                                                                |              |               |               | 300                         |
| Equipment                                                                                                  |      | 3 x 4G Tablets (I pads) for in-session community registrations, Laptop for Co-ordinator                    |              |               |               | 1,200                       |
| Equipment                                                                                                  |      | Estimate                                                                                                   |              |               |               | 2,000                       |
| <b>Total Costs £</b>                                                                                       |      | Total amount to be funded by NMDDC                                                                         |              |               |               | <b>£ 87,469</b>             |

|                          |                                                    |
|--------------------------|----------------------------------------------------|
| <b>Report to:</b>        | AHC Committee                                      |
| <b>Date of Meeting:</b>  | 21 August 2107                                     |
| <b>Subject:</b>          | Surestart South Armagh                             |
| <b>Reporting Officer</b> | Roland Moore, Assistant Director Leisure and Sport |
| <b>Contact Officer</b>   | Conor Haughey - Head of Outdoor Leisure            |

**Decisions required:**

- **Members consider approving the leasing of land at High Street, Bessbrook to Surestart S.Armagh for the placement of a Modular building, in order for Surestart to continue with their delivery of service in the South Armagh Area.**

|            |                                                                                                                                                                                                                                                                                                            |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.0</b> | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                             |
| 1.1        | Surestart S.Armagh has been utilising St Joseph's primary school Bessbrook in order to deliver their services for the area.                                                                                                                                                                                |
| 1.2        | However the school as a result of their own increase in pupil population now require the area currently used by Surestart, and have now placed them on notice to re-locate.                                                                                                                                |
| 1.3        | Surestart have identified a piece of land (agricultural field) owned by Council below Craobh rua Hurling pitch in High street Bessbrook as a site which they wish to place a prefabricated Modular building upon and then continue to deliver their valued service in this locality.                       |
| 1.4        | Surestart have also produced a Business case to support this request (appendix A).                                                                                                                                                                                                                         |
| <b>2.0</b> | <b>Key issues:</b>                                                                                                                                                                                                                                                                                         |
| 2.1        | Council is about to undertake a land asset management review and it is currently unclear whether this land will be suitable for retention.                                                                                                                                                                 |
| 2.2        | Given the vital services Surestart provide in the area Council could provide a short term lease 3-5 years to enable Surestart to be accommodated, however if this land is identified under the Asset Management Review as a need then Surestart may have to re-locate at the end of their Lease Agreement. |
| 2.3        | Craobh Rua Hurling club had highlighted the need of developing a hurling wall through the Council Sports facility strategy and the same land in question for Sure start could be a possible site they had proposed to develop for themselves                                                               |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.1        | <ul style="list-style-type: none"> <li>• That Members approve a short term lease of the agricultural land at High Street, Bessbrook to Surestart South Armagh in order to facilitate the placement of a modular building, at a rental to be determined by Land and Property Services.</li> <li>• Subject to Craobh Rua being consulted in regard their own Sports proposal for developing a hurling wall on this site.</li> <li>• Should Craobh Rua still require this site to explore a shared lease of the site and report back to the committee.</li> </ul> |
| <b>4.0</b> | <b>Resource implications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4.1        | <p>Officer Time<br/>Legal Costs<br/>Rental Income</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5.1        | <p>The initiative would be designated as having a positive impact for people with dependents (parents) and children under the age of four. It is not anticipated that the proposal will have an adverse impact upon the promotion of equality of opportunity.</p>                                                                                                                                                                                                                                                                                              |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6.1        | Surestart South Armagh Business case                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



## Context

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## **Introduction**

The Management Board of the Sure Start South Armagh Project is requesting the support of Newry, Mourne and Down District Council, in addressing the urgent need to accommodate the Project's services within the Derrymore and Bessbrook area.

The project had been using St Joseph's Primary School Bessbrook as a venue to deliver services, the Project received an unforeseen eviction notice in April 2017 from the Board of Governors of the school; this was due to the significant rise in pupil numbers within the school's catchment area, they were no longer in a position to provide the facilities required as all accommodation within the school will be required to meet the needs within the area from September 2017.

Therefore they respectfully served notice to the Project in preparation for the new school year 2017. The Project was hiring the following facilities from the school; a specifically adopted classroom, a toilet block and outside play area - plus they had access to the schools communal spaces such as their library and dinner room / gym.

The Project have been based in the School since 2007, throughout this period it has gained an excellent reputation for delivering a high quality service, which have been verified from a number of external bodies - such as, Social Services Early Years team and Southern Area Childcare Partnership. The demand from families seeking to avail of the aforementioned services is approximately 2.5 times higher than available.

Throughout this period all of the school's Principals past and present had given their unequivocal support for the delivery of the Project services on the school premises. They had provided testimonials on how these were having a positive impact on the children and their families as well as the school.

In an addition, the three other local Parish Primary Schools in the Bessbrook, Derrymore and Camlough area, have been working with Council of Catholic Maintained Schools in regards to managing the anticipated increase of pupil demand in the coming years, which they have concluded that all classrooms will be required for school purposes only.

The project has had extremely productive discussion with Bessbrook Primary School, in regards to hiring their facilities, similar to what the project was availing of in St Joseph's Primary school.

Bessbrook Primary occupies a premises formerly used as a technical college built in 1938 and converted to a controlled primary school in the late 1970's. Therefore the renovation work will require adaptation around existing antiquated structures, where the location of the proposed classroom and the required toilet block, would probably not meet Social Services Minimum Standards, as Project staff members would have to accompany a child to the toilet which would be situated on the opposite side of the building, hence reducing child and staff ratio within the room.

Therefore, Project is seeking to rent land from NM&DDC within the Bessbrook area to accommodate an expected Capital investment from the Department of Education of a £150,000 to develop a bespoke prefabricated module building.

### **Background to Sure Start South Armagh**

Sure Start South Armagh is a local project for expectant parents or families with at least one pre-school child. The project offers a range of free services to deliver the best start in life for every child, and to optimise partnership working between the statutory, voluntary and community sectors.

The services aim to enhance the physical, intellectual and social development of babies and young children, so that they can flourish at home and when they get to school. The Project delivers 95 services /programmes to meet the following Outcomes:

- Being Healthy.
- Enjoying Learning and Achieving.
- Living in Safety and with Stability.

To reiterate the Project has worked towards these outcomes through the delivery of an effective array of services. This has offered an opportunity to build trust between the practitioner and families, which in turn enhances confidence in what projects can provide. This allows open dialogue on a range of issues such as parenting and health, and an opportunity to discuss any concerns the families may have, having an opportunity to have a Child Centre would greatly enhance accessibility to services for families living in the Bessbrook area.

South Armagh area is an area that is still dealing with post-conflict issues and struggling to shake off the negative perceptions of its 'bandit country' image which still linger. While Sure Start South Armagh works within a predominantly Catholic area, there are small communities of Protestant families across the target areas. Sure Start South Armagh has endeavoured to bring these communities together for the first time and have used a number of services as an effective way to do this. Presently we are running an Incredible Years Programme out of the Church Of Ireland church hall in Bessbrook which is being attended by both communities, therefore we envisage that the new centre will have support from the whole community.

### Children Registration with the Project:-

| Ward            | No. Children | Unborn | Age 0 | Age 1 | Age 2 | Age 3 | Age 4 |
|-----------------|--------------|--------|-------|-------|-------|-------|-------|
| Creggan         | 333          | 5      | 46    | 76    | 76    | 67    | 55    |
| Crossmaglen     | 243          | 8      | 38    | 52    | 46    | 48    | 40    |
| Newtownhamilton | 230          | 4      | 25    | 35    | 49    | 61    | 46    |
| Out of Ward     | 87           | 4      | 10    | 16    | 17    | 26    | 12    |
| Silver Bridge   | 301          | 8      | 53    | 59    | 59    | 64    | 47    |
| Derrymore       | 242          | 1      | 31    | 43    | 55    | 56    | 47    |
| Camlough        | 268          | 7      | 37    | 52    | 53    | 62    | 41    |
| Bessbrook       | 223          | 7      | 31    | 48    | 35    | 49    | 37    |

The areas highlighted in red will be the child whom the centre will be primarily providing a service to, however all of the above areas will have an opportunity to use the facility throughout the year.

### **Management structures**

The project management structure has three elements, Lead Body, Accountable Body and Management Board, below are an overview of their roles:-

Lead body is Early Years Organisation for young children; facilitates development of a local partnership and promotes a partnership approach to delivering services through Sure Start to address identified needs.....; (Department Education, Governance and Accountability report 2013)

Accountable Body is the Southern Health and Social Care Trust, provides administrative and financial support and advice to the Sure Start Management Board... (Department Education, Governance and Accountability report 2013)

The Project's Management Board is a multi-agency partnership made up of a range of Statutory and Community agencies. They have a huge wealth of knowledge, skills and experience.

In accordance with the DE Governance and Accountability document, quarterly monitoring and manager's reports are presented at each Management Committee meeting, plus a number of other standard items on their agenda, which includes:- Conflict of interest; Safe Guarding and Risk Register.

Management Board has ensured that there is appropriate robust management reporting specifically on staffing and finance management - this group meets prior to the full Management Committee meetings.



| <u>Management Committee Members</u> | <u>Agency/Representative</u>                                                       | <u>Contact Details</u><br>(including Tel No. and e-mail address)                                                                                                                                                 | <u>Length of Service on Sure Start Management Committee</u> |
|-------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <u>Chairperson/ Lead Body</u>       | <u>Early Years - the Organisation for Young Children/ Siobhan Fitzpatrick</u>      | <a href="mailto:siobhanf@early-years.org">siobhanf@early-years.org</a><br>Early Years - the Organisation for Young Children, 6c Wildflower Way<br>Boucher Road, Belfast, Co. Antrim, BT12 6TA<br>(028) 9066 2825 | <u>Since 2014</u>                                           |
| <u>Partner Agency</u>               | <u>Health Visiting, Southern Health &amp; Social Care Trust/Carol Murphy</u>       | <a href="mailto:Carol.Murphy@southerntrust.hscni.net">Carol.Murphy@southerntrust.hscni.net</a><br>Health Visiting, John Mitchel Place, Newry BT34 2BP<br>(028) 30834200                                          | <u>Since 2006</u>                                           |
| <u>Partner Agency</u>               | <u>Southern Trust Parenting Partnership Manager / Lorraine O'Neill</u>             | <a href="mailto:lorraine.oneill2@eani.org.uk">lorraine.oneill2@eani.org.uk</a><br>Delta, Newry Teachers Centre, Downshire Rd, Newry, County Down BT34 1EE<br>(028) 3026 2357                                     | <u>Since 2014</u>                                           |
| <u>Partner Agency</u>               | <u>Speech &amp; Language, Southern Health &amp; Social Care Trust / Joan White</u> | <a href="mailto:Joan.White@southerntrust.hscni.net">Joan.White@southerntrust.hscni.net</a><br>Speech & Language, John Mitchel Place, Newry BT34<br>(028) 30834200                                                | <u>Since 2006</u>                                           |
| <u>Accountable</u>                  | <u>Southern Health</u>                                                             | <a href="mailto:Fiona.Jones@southerntrust.hscni.net">Fiona.Jones@southerntrust.hscni.net</a>                                                                                                                     | <u>Since</u>                                                |

|                                        |                                                                             |                                                                                                                                                                   |                          |
|----------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b><u>Body</u></b>                     | <b><u>&amp; Social Care Trust / Fiona Jones</u></b>                         | <b><u><a href="http://ust.hscni.net">ust.hscni.net</a><br/>Finance Department, 5<br/>Hospital Road,<br/>Newry, BT35 8DR<br/><br/>(028) 3083 5000</u></b>          | <b><u>2006</u></b>       |
| <b><u>Community Representative</u></b> | <b><u>Community Representative for Bessbrook area/ Philomena Morrow</u></b> | <b><u><a href="mailto:philomenamorrow@yahoo.co.uk">philomenamorrow@yahoo.co.uk</a> (028) 30838049</u></b>                                                         | <b><u>Since 2015</u></b> |
| <b><u>Education Representative</u></b> | <b><u>Principal St Patrick's P.S Cullyhanna/ Paul Quinn</u></b>             | <b><u><a href="mailto:pquinn475@c2kni.net">pquinn475@c2kni.net</a><br/>St Patricks P.S,<br/>Tullynavall Road,<br/>Cullyhanna, BT35 0PZ<br/>(028) 30861608</u></b> | <b><u>Since 2015</u></b> |

### **SMART analysis**

#### **Specific**

To requisition 22 year lease of land from Mourne and Down District Council to build a prefabricated module building, for the delivery of the Project's family support services.

#### **Measurable**

A specific project team will be appointed, which will include the relevant professionals to oversee the construction stage.

Formal mechanism implemented by Project Manager to measure outcomes throughout product span and individual project life cycles.

#### **Achievable**

The Project has a wealth of experience in managing capital projects and servicing leases. Therefore the probability of the project being delivered in a timely manner within agreed budget is achievable.

#### **Resources**

The Project has based this proposal on DE capital funding being approved, thus allowing the continuation of the services in the Bessbrook area, which has been identified to be an area of social deprivation.

|                                   |                                                                                                                                |                                                                                                                                                                                                                                                 |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Resource</u></b>            | Who                                                                                                                            | Costs will be met by the Project.                                                                                                                                                                                                               |
| <b><u>Project manager</u></b>     | Conor McArdle                                                                                                                  | salaries                                                                                                                                                                                                                                        |
| <b><u>Building Surveyor</u></b>   | Appointed by Project                                                                                                           | Professional fees                                                                                                                                                                                                                               |
| <b><u>Solicitor</u></b>           | Appointed by project                                                                                                           | Professional fees                                                                                                                                                                                                                               |
| <b><u>Planning team</u></b>       | Contractor<br>School Principal<br>Early Year Team Leaders<br>Early Years Leader<br>Lead Body Management Board<br>SACCP manager | Formal planning team chaired by Project Manager to measure outcomes throughout product span and individual project life cycles. Dialogue with early years practitioners and architecture are crucial at the developmental stage of the project. |
| <b><u>Building contractor</u></b> | Department Education                                                                                                           | £140,000                                                                                                                                                                                                                                        |

### **Timeframe**

|                       |                                                             |
|-----------------------|-------------------------------------------------------------|
| September 2017        | Received lease approval                                     |
| September 2017        | Tender contract /select contractor                          |
| September 2017        | Appoint the relevant professionals.                         |
| October 2017          | Fully develop design                                        |
| October 2017          | planning permission, building control approved              |
| November 2017         | Contracture on site                                         |
| November 2017         | Fortnightly visit for project manager and building surveyor |
| December 2017         | Fortnightly visit for project manager and building surveyor |
| January to April 2018 | Fortnightly visit for project manager and building surveyor |
| May 2018              | Building phase completed                                    |

## **STEEP analysis**

### **Social**

Below are key issues pertaining to the families engaging services in the Bessbrook area:-

#### *Health Issues*

- ▶ Poor nutrition
- ▶ Overweight/obese <5s
- ▶ Accident prevention
- ▶ Poor Dental health <5s
- ▶ High cancer deaths & low incidence of cancer diagnosis
- ▶ Smoking
- ▶ Substance abuse - drugs/alcohol
- ▶ Low levels of physical activity - walking, early movers
- ▶ High levels of CHD
- ▶ Percentage of mums who smoke in pregnancy

| Ward         | 2006 | 2014 |
|--------------|------|------|
| Bessbrook    | 34   | 19   |
| Camlough     | 19   | 11   |
| Creggan      | 12   | 8    |
| Crossmaglen  | 20   | 14   |
| Derrymore    | 26   | 13   |
| NTH          | 6    | 10   |
| Silverbridge | 9    | 10   |

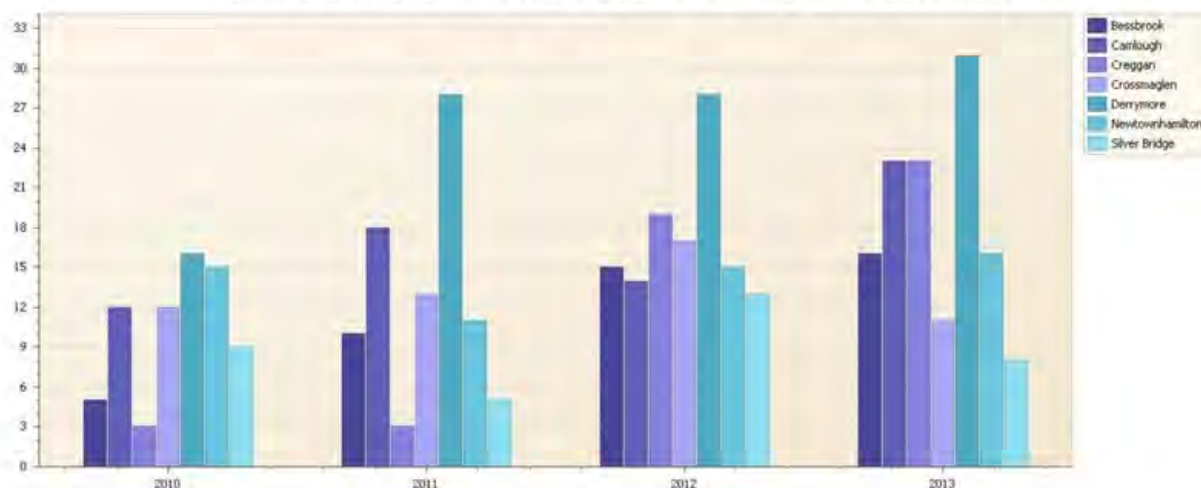


### *Emotional issues:*

- ▶ Stress
- ▶ Post Natal Depression
- ▶ Self-harm/suicidal
- ▶ Poor emotional health
- ▶ Work/life balance
- ▶ Mental health problems – depression
- ▶ Family/marital breakdown
- ▶ Infant mental health
- ▶ Domestic Abuse

Domestic Abuse remains high in all wards with the trend in most areas increasing, significantly in the **Derrymore** and Creggan which increased by 666% more over the three years

Offences Recorded with a Domestic Abuse Motivation





### *Societal issues*

Below stats are based in the Southern area trust which includes South Armagh:

- ▶ Southern area population is the second largest in NI and is projected to increase by 13.5% by 2020(6.5% in NI) – 12.6% increase in 0-17 population expected by 2020(2.5% in NI), it has the highest birth rate in NI.
- ▶ Teenage birth rate in line with NI average (12.9%/13.8%) but 81% higher in deprived areas (23.3%)
- ▶ 40% of Irish Travellers in Northern Ireland reside in the Southern Area
- ▶ It has a large Black and Minority Ethnic population- the largest proportion of births where English is the second language.
- ▶ The incidence of breastfeeding at discharge from hospital is 46.4% (NI average 44.9%).
- ▶ Accidents (unintentional injuries) admissions to hospital are higher in the Southern area.
- ▶ School age child population is the highest in NI.
- ▶ 5.3% of primary 1 children (2012/13) were classified overweight (higher than NI average of 5.1%). 33% higher in deprived areas.
- ▶ Number of children on Child Protection Register in the Project's area were under 3 months old (2nd highest in NI).
- ▶ Highest number of children on CPR under category of emotional abuse in NI (4 = 30 June 2015).
- ▶ Highest number of adult mental health admissions in NI 2014/15 (and longest duration of in-stay).
- ▶ Death rate from cancer is higher than the NI average (and is increasing), and 29 % higher in areas of deprivation.
- ▶ Hospital admission rates due to alcohol are 10% lower than NI average but 88% higher in areas of deprivation. Death rates from alcohol in these areas 100% higher.
- ▶ Hospital admission rates due to drugs are same as NI average, but again 88% higher in areas of deprivation.
- ▶ Suicide rates are in line with NI average but 64% higher in areas of deprivation. Self-harm rate in line with the NI average but 86% higher in areas of deprivation.

- ▶ Infant mortality rate is higher than NI average, but low birth weight rate in line with NI average (5.9%)

#### STATISTICS FOR SOUTH ARMAGH

- ▶ Trends in Project's area a microcosm of regional issues with local agencies advising increases in mental health referrals, incidents of suicide, fuel poverty, unemployment rate and black market economy labour force.
- ▶ Evidence of increased men in caring role within the home.
- ▶ Evidence of increased number of BME communities- 4 wards have higher than the NI average rates of health card registrations from non-nationals(Newtownhamilton has 4 times higher than NI average)
- ▶ High levels of disability in children
- ▶ Evidence of increases in breast-feeding / dental & GP registration in some areas but decrease in others
- ▶ Change in role of man which has been a result of the economic downturn taking main carer role, the Project has witness of a significant increase in membership of fathers over the past 3 to 4 years from having an membership of 24 in 2014 to present male memberships is 563
- ▶ A high number of children in the SSSA area live in homes supported by Income Support. (Over 25%).

#### Information from CYPSP

| Ward         | % of population unemployed | % of lone parent households with dependent children | % of households in relative poverty |
|--------------|----------------------------|-----------------------------------------------------|-------------------------------------|
| Bessbrook    | 7.04                       | 11.45                                               | 37.7                                |
| Camlough     | 7.47                       | 10.41                                               | 27.5                                |
| Creggan      | 9.49                       | 12.52                                               | 32.2                                |
| Crossmaglen  | 10.55                      | 13.03                                               | 35.9                                |
| Derrymore    | 6.11                       | 12.46                                               | 32.7                                |
| NTH          | 6.09                       | 10.25                                               | 31.4                                |
| Silverbridge | 6.93                       | 9.94                                                | 30.3                                |

**How Sure Start South Armagh new proposed building will address these issues: \_**

- ▶ Partnership approach (multi agency & multi-disciplinary) with local Council particularly in home safety prevention.
- ▶ Universal, non-stigmatising service which will be enhanced by the new proposed building
- ▶ Comfortable and safe environment for families.
- ▶ Targeting the more vulnerable families.
- ▶ Address barriers – e.g. language
- ▶ Monitor and evaluate services (family star, sure start play)
- ▶ Fully trained staff delivering services.
- ▶ Wide range of services being delivered from the site such as Cookit, Incredible Years , Developmental Programme for Two to Three Year Olds, therapeutic services, Speech and language etc....
- ▶ Early intervention approach in the Developmental Programme for Two to Three year olds
- ▶ Align work with government and local health strategies
- ▶ Having all staff trained in the 'introduction to smoking cessation'
- ▶ Having all staff promote referrals to the SHSCTs smoking cessation officer, in particular the Midwife and Health Visitor
- ▶ Being registered with ONUS as a 'Safe Place' for anyone experiencing domestic Abuse (will be supported and referred to appropriate agency for help)
- ▶ Having the Project Manager as a member of the local councils 'Domestic Abuse subgroup'
- ▶ Having all staff trained in 'Domestic Abuse Awareness' and are aware of referral processes and the link to child protection
- ▶ Offering a lifelong learning calendar of programmes and workshops to increase confidence, skills and employability.

- ▶ Offering money management support on a 1:1 basis in the home.
- ▶ The Project promotes 'low cost/no cost' play with families in place of expensive toys
- ▶ Referrals are made as required to citizen's advice, the local employment centre and the housing executive for specialist support.

### **Technology**

- ▶ A specific data programme will be used in the management of the facility by ensuring all members get an opportunity to be engaged.
- ▶ The Centre will be using technology to inspire learning for the children, through iPad etc....
- ▶ Translation services would be availed of via specific computer apps
- ▶ Security of the premises and grounds will be protected through adequate systems.

### **Economic**

The economic benefits of investing in this proposal are as following:-

- ▶ The Project will be delivering a free service to the rate payers of the area.
- ▶ Social epidemiology studies have provided evidence that early intervention services can dramatically reduce public spending by avoiding the following negative outcomes; criminality, dependency on state benefits, substance abuse, poor relationship and poor health outcomes, before the child reaches its adolescence as well as further into adulthood.

### **Environmental**

- ▶ Environmental legislation for building design and construction, thus requiring structure to be safe and robust therefore not impaired in the following; Fire safety, Toxic substances, ventilation, sanitation, heat, drainage and waste disposal.
- ▶ The Centre will provide a central base therefore reducing travel for Practitioners and families.

## **Policy**

### **Policy Context and Relevant Government Objectives and Targets**

- ▶ Programme for Government (OFMDFM)
- ▶ Learning to Learn – A framework for early years education and learning (Department of Education, 2013)
- ▶ A Twenty Year Vision for Health and Wellbeing (DHSSPS, 2005-2025)
- ▶ Mental and Emotional Wellbeing Strategy (DHSSPS, in development)
- ▶ Fit and Well: Changing Lives: 2012 – 2022 (DHSSPS, 2012) replaces Investing for Health strategy (2002)
- ▶ Child-minding and Day-care Standards for children under 12: minimum standards (DHSSPS, 2012)
- ▶ Refreshed Protect Life Strategy (DHSSPS, 2012) [relevant in relation to maternal wellbeing]
- ▶ New Strategic Direction for Alcohol and Drugs (DHSSPS, 2012-15) [relevant in relation to support services for alcohol and drugs awareness]
- ▶ Healthy Child, Healthy Future: A Framework for the Universal Child Health Promotion Programme in Northern Ireland: Pregnancy to 19 Years (DHSSPS, 2010)
- ▶ Families Matter: Supporting Families (DHSSPS, 2009)
- ▶ Toward a Childcare Strategy – Consultation (OFMDFM, 2013)
- ▶ Delivering Social Change Framework (OFMDFM, 2012)
- ▶ Strategy to improve the lives of disabled people – 2012-2015 (OFMDFM, 2012)
- ▶ Child Poverty Strategy (OFMDFM, 2011)
- ▶ Play and Leisure Policy (OFMDFM, 2008)
- ▶ Children and Young People’s Strategy 2006-2016 “Our Children and Young People - Our Pledge (OFMDFM, 2006)
- ▶ Pathways to Success (Northern Ireland Executive, 2012)
- ▶ Economic Strategy (Northern Ireland Executive, 2012)
- ▶ Transforming Your Care (Health and Social Care Board, 2012 )
- ▶ Community Development Strategy (HSCB/PHA, 2012)
- ▶ NI Children and Young People’s Strategic Plan 2011 – 2014 (CYPSP, 2011)
- ▶ People and Place Neighbourhood Renewal Strategy (DSD, 2003)
- ▶ Strategic framework to tackle economic inactivity in Northern Ireland (DEL and DETI, 2014)



### **Sure Start South Armagh SWOT analysis**

A SWOT analysis is a strategic planning method used to evaluate the Strengths, Weaknesses, Opportunities and Threats of an organisation. It involves identifying the internal and external factors that are favourable and unfavourable to achieving the Project's vision and objectives to the proposed site. It provides a useful starting point for the Project proposal, showing the current position and enabling it to plan an informed and realistic way forward.

#### **Strengthens**

- ▶ Experience and committed Management Board
- ▶ Recognised as providing a long standard of high quality services
- ▶ Cross community approval and acceptance.
- ▶ The physical environment of the proposed Centre will be utilised to its full thus creating a place of tranquillity, inspiration and learning.
- ▶ The Centre will be rooted in the local area traditions, the services cannot be isolated from the broader culture.
- ▶ The Centre will be registered with Social Services, there will a particular onus on child protection, Vulnerable adults, Social Services Minimum Standard and Health and Safety policies. From design stage the Project will be working with the Social Services Early Years Team thus meeting the required regulation.
- ▶ Access arrangements for informal public uses, it envisaged that likeminded projects will visit the Centre, this model of reflective practice will improve services.
- ▶ The investment in a play area and the general use of outdoor space will inevitably maintain the upkeep of the outdoor physical environment
- ▶ The centre will promote shared use and inclusivity from all sections of the community, building upon the Project equality policy.
- ▶ The Centre will demonstrate wider community benefits, such as: - children being visible in the community; meeting the growing needs of young families; creation of employment.

- ▶ The Project is successfully running similar services as proposed, over the past 6 years from a bespoke prefabricated module building within the grounds of St Patricks Primary School, Cullyhanna, the diocese of Armagh has leased their land for a peppercorn rent. This excellent model has also been commended by external agencies as well as the Education Minister at the time. The building is still in immaculate condition, with limited residual maintenance required.
- ▶ The Centre will be in alignment with Council's corporate plan, plus their commitment to the UNCRC 17 the right to play.
- ▶ The new building would have the capacity to deliver two Developmental programmes (24 children) as well as other Sure Start services for example: parenting, health, as well as programmes collaborating with all the schools nursery setting.
- ▶ Practitioners would be working out of a purpose built building which would create an enriched learning experience for the children and their families.

#### **Weakness:**

- ▶ Perceived exclusivity to one geographic area.
- ▶ Time delay in decision making from relevant bodies.
- ▶ Building regulation curtailing innovative design.

#### **Opportunities**

- ▶ Become a Centre of Excellence.
- ▶ Building new relationships in the Bessbrook area.
- ▶ To work collaboratively with the local Council.
- ▶ Rejuvenation of designated area.
- ▶ Encouraging positive community engagement from outset.
- ▶ Local families will have a centre point to access Project's services.

#### **Threats**

- ▶ Failure to obtain appropriate approval for planning permission, building control, budgetary approval, however with the appointment of relevant professionals, this threat will be limited.
- ▶ Failure to achieve satisfactory contractual liabilities assumed contract or agreement that is an "insured contract", provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement, this will be mitigated through the correct processing.
- ▶ Do not receive capital funding from the Department of Education.
- ▶ Losing the service in the Bessbrook area.
- ▶ Redundancies due to closure of services.
- ▶ Receiving adverse publicity due to reduction of services.

### **Conclusion**

The project were advised that the Council is undertaking a Asset review of all their lands in order to identify those sites which are of value and not ring fenced for Council development etc.

The Project formally request to lease land from NM&DDC thus entering into negotiation to build a bespoke multifunctional Centre, they believe that this proposal will meet the needs of public interests. They have applied for capital funding from the Department of Education in which they are now rated as high priority.

In conclusion the Project would welcome the opportunity to provide highly professional early interventions services which is deemed essential in Northern Ireland's areas of social need.

Conor McArdle

Project Coordinator

Sure Start South Armagh



|                                                     |                                                          |
|-----------------------------------------------------|----------------------------------------------------------|
| <b>Agenda Item:</b>                                 |                                                          |
| <b>Report to:</b>                                   | Active and Healthy Communities                           |
| <b>Date of Meeting:</b>                             | 21 August 2017                                           |
| <b>Subject:</b>                                     | Co. Down Games Centre                                    |
| <b>Reporting Officer<br/>(Including Job Title):</b> | Michael Lipsett, Director Active and Healthy Communities |
| <b>Contact Officer<br/>(Including Job Title):</b>   | Conor Haughey, Head of Outdoor Leisure                   |

|                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decisions required:</b>                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                |
| Members are asked to consider the contents of the report and agree that officers continue to work with the Down County Board. |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1.0</b>                                                                                                                    | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                 |
| 1.1                                                                                                                           | <p>Officers have met with members of the Down County Board to discuss the proposal for a new development for the GAA on land at the former Ballykinlar army base.</p> <p>The proposed facility may include 5 floodlit pitches, changing facilities, a gymnasium, handball courts, an auditorium and a new administrative base which will become the main hub for Down GAA.</p> |
| <b>2.0</b>                                                                                                                    | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                             |
| 2.1                                                                                                                           | The Down County Board would like to work in partnership with the Council to ensure maximized community use for the proposed development.                                                                                                                                                                                                                                       |
| <b>3.0</b>                                                                                                                    | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                                                                                        |
| 3.1                                                                                                                           | That officers continue to work with the Down County Board.                                                                                                                                                                                                                                                                                                                     |
| <b>4.0</b>                                                                                                                    | <b>Resource implications</b>                                                                                                                                                                                                                                                                                                                                                   |
| 4.1                                                                                                                           | None                                                                                                                                                                                                                                                                                                                                                                           |
| <b>5.0</b>                                                                                                                    | <b>Equality and good relations implications:</b>                                                                                                                                                                                                                                                                                                                               |
| 5.1                                                                                                                           | Not applicable                                                                                                                                                                                                                                                                                                                                                                 |
| <b>6.0</b>                                                                                                                    | <b>Appendices</b>                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                                               | None                                                                                                                                                                                                                                                                                                                                                                           |



|                                                 |                                                                                                                 |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Report to:</b>                               | Active and Healthy Communities                                                                                  |
| <b>Date of Meeting:</b>                         | 21 August 2017                                                                                                  |
| <b>Subject:</b>                                 | Information Sharing Protocol between the Landlord Registration Registrar and the Newry, Mourne and Down Council |
| <b>Reporting Officer (Including Job Title):</b> | Eoin Devlin Assistant Director Health and Wellbeing                                                             |
| <b>Contact Officer (Including Job Title):</b>   | Grainne McKinley Senior Environmental Health Officer                                                            |

### Decisions required

- **Members are asked to consider the contents of the report and give approval for protocol to be signed by Chief Executive on behalf of Council**

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.0</b> | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1.1        | The purpose of this document is to ensure there is a protocol for the sharing of certain personal data collected by the Registrar in its role as Data Controller of the Landlord Registration Scheme, where that personal data is needed for the purposes of enabling or assisting a council in the exercise of its functions under any provision of the Private Tenancies (Northern Ireland) Order 2006 and Article 54 of the Rent (Northern Ireland) Order 1978, as per The Landlord Registration Scheme Regulations (Northern Ireland) 2014.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>2.0</b> | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.1        | <p>Authorised officers from within the Council will be provided with unique Landlord Registration System log in details. This will permit authorised officers to search the Register on a case by case basis for the information listed above. Council internal procedures should specify how this information will be used/exchanged and document that process. This must take account of the security classification of the information, for example personally identifiable information should not be sent by email unless the email systems are gsi compliant or approved encryption is used.</p> <p>The Council should ensure that:</p> <ul style="list-style-type: none"> <li>- unauthorised staff and other individuals are prevented from gaining access to personal data;</li> <li>- visitors are received and supervised at all times in areas where personal data is stored;</li> <li>- all computer systems that contain personal data be password-protected (the level of security should depend on the type of data held, but ensure that only those who need to use the data have access);</li> </ul> |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <ul style="list-style-type: none"> <li>- workstation/PC are not left signed on when not in use; and</li> <li>- all disks, tapes or printouts are locked securely away when not in use;</li> <li>- all new software is virus-checked prior to loading onto a Council machine;</li> <li>- no personal data is transmitted by email;</li> <li>- the intended recipients of a fax containing personal data are aware that it is being sent and can ensure security on delivery;</li> <li>- paper files are stored in secure locations and only accessed by those who need to use them;</li> <li>- personal data is not disclosed to anyone other than the Data Subject unless you have the Data Subject's consent, or it is a registered disclosure, required by law, or permitted by a Data Protection Act 1998 exemption.</li> <li>- no information is left on public display in any form; and,</li> <li>- desks are cleared at the end of each day and sensitive material is locked away safely.</li> </ul> <p><b>Further Use of Data</b><br/>There should be no further use of the data collected as this is not permitted by the Regulations. When the information/data is no longer required, it should be securely deleted/destroyed.</p> |
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3.1        | That the Chief Executive sign the Protocol on behalf of the Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>4.0</b> | <b>Resource implications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4.1        | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5.1        | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6.1        | Appendix I: Newry, Mourne and Down Information Sharing Protocol                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## **Information Sharing Protocol between the Landlord Registration Registrar and the Newry, Mourne and Down Council**

### **1. Policy Statements and Purpose of Protocol**

The following protocols have been developed to assist the sharing of information required by Regulation 9 of The Landlord Registration Scheme Regulations (Northern Ireland) 2014. It is the intention that all aspects of information sharing and disclosure of the information shall comply with the Data Protection Act 1998.

The purpose of this document is to ensure there is a protocol for the sharing of certain personal data collected by the Registrar in its role as Data Controller of the Landlord Registration Scheme, where that personal data is needed for the purposes of enabling or assisting a council in the exercise of its functions under any provision of the Private Tenancies (Northern Ireland) Order 2006 and Article 54 of the Rent (Northern Ireland) Order 1978, as per The Landlord Registration Scheme Regulations (Northern Ireland) 2014.

### **2. Data**

#### **2.1 What data may be shared?**

Regulation 9 prescribes the nature of the data that must be shared between the Registrar and the Council.

The precise nature of the data that can be requested and supplied is:

- a) the landlord's full name;
- b) the name, address and contact number of any agent acting on a landlord's behalf;
- c) for each dwelling house let or to be let:-
  - i. the address including the postcode;
  - ii. the date the house was built;

- iii. the name and contact details of all joint owners (if any);
- d) the landlords address, email address, telephone number(s) (including mobile telephone number(s));
- e) correspondence address for the landlord (which must be in Northern Ireland) if different from above;
- f) the landlord's date of birth;
- g) where the landlord is a landlord who is not liable under regulation 7 (2) to pay a fee:-
  - i. the House in Multiple Occupation registration certificate number; and
  - ii. the address of each House in Multiple Occupation; and,
- h) where the landlord is a company, the company registration number.

In keeping with general data protection principles only the data that is necessary for the purposes of enabling or assisting a council in the exercise of its functions under any provision of the Private Tenancies (Northern Ireland) Order 2006 and Article 54 of the Rent (Northern Ireland) Order 1978 should be requested. Asking for information in excess of that needed to perform a prescribed function could result in prosecution.

## **2.2 How is this information going to be exchanged?**

Authorised officers from within the Council will be provided with unique Landlord Registration System log in details. This will permit authorised officers to search the Register on a case by case basis for the information listed above. Council internal procedures should specify how this information will be used/exchanged and document that process. This must take account of the security classification of the information, for example personally identifiable information should not be sent by email unless the email systems are gsi compliant or approved encryption is used.

### 2.3 Timescales

If there are any organisational time limits by which the data is required these should be included in the request, partners may wish to agree timescales for completion of requests.

### 2.4 How securely does the data need to be stored?

The Council should ensure that:

- unauthorised staff and other individuals are prevented from gaining access to personal data;
- visitors are received and supervised at all times in areas where personal data is stored;
- all computer systems that contain personal data be password-protected (the level of security should depend on the type of data held, but ensure that only those who need to use the data have access);
- workstation/PC are not left signed on when not in use; and
- all disks, tapes or printouts are locked securely away when not in use;
- all new software is virus-checked prior to loading onto a Council machine;
- no personal data is transmitted by email;
- the intended recipients of a fax containing personal data are aware that it is being sent and can ensure security on delivery;
- paper files are stored in secure locations and only accessed by those who need to use them;
- personal data is not disclosed to anyone other than the Data Subject unless you have the Data Subject's consent, or it is a registered disclosure, required by law, or permitted by a Data Protection Act 1998 exemption.
- no information is left on public display in any form; and,
- desks are cleared at the end of each day and sensitive material is locked away safely.



## **2.5 Further Use of Data**

There should be no further use of the data collected as this is not permitted by the Regulations. When the information/data is no longer required, it should be securely deleted/destroyed.

## **3. Breach of confidentiality**

Article 64B of the PTO as inserted by Section 6 of the Housing (Amendment) Act (Northern Ireland) 2011 sets out the offences relating to unauthorised disclosure of information.

## **4. Requests for Disclosure of Information subject to legislation.**

All recorded information held by public sector agencies is subject to the provisions of the Freedom of Information Act 2000 and the Data Protection Act 1998. While there is no requirement to consult with third parties under FOIA, the partners in this protocol arrangement will consult the partner from whom the information originated and will consider their views to inform the decision making process.

## **5. Audit Requirement – System Access Check**

To satisfy the Department for Communities's Audit requirement, the Landlord Registrar is required to carry out a percentage check of Authorised Users access to the Landlord Registration Scheme system. This is carried out on a monthly basis and a return will be forwarded to each Council Approver, asking that access to the system by the user was for legitimate business purposes under the Private Tenancies (Northern Ireland) Order 2006 and also the reason(s) for access.

## **6. Amendment to this protocol**

This protocol can only be amended with prior agreement of each partner

Signed: 

Name: Finbarr Cummins

Landlord Registration Registrar

Date: 3 July 2017

Signed:

Name:

Authorised Council Officer

**Newry, Mourne and Down Council**

Date:

|                                                     |                                                                                                           |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Agenda Item:</b>                                 |                                                                                                           |
| <b>Report to:</b>                                   | Active and Healthy Communities Committee                                                                  |
| <b>Date of Meeting:</b>                             | 21 August 2017                                                                                            |
| <b>Subject:</b>                                     | Proposed licence agreement between the Down Community and NM&DDC for use of meeting room in Dan Rice Hall |
| <b>Reporting Officer<br/>(Including Job Title):</b> | Janine Hillen, Assistant Director for Community Engagement                                                |
| <b>Contact Officer<br/>(Including Job Title):</b>   | Julie Mc Cann, Head of Community Services, Facilities and Events                                          |

|                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decisions required:</b>                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li><b>Members to consider comments from The Down Community Group and cease the negotiations between the Council and the Group.</b></li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1.0</b>                                                                                                                                                                        | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1.1                                                                                                                                                                               | <p>A report in relation to The Down Community using rooms within the Dan Rice Hall, Drumaness was tabled at AHC initially in November 2016 and an update in Feb 2017. The following recommendations were agreed:</p> <ol style="list-style-type: none"> <li>1. LPS valuation for a proposed five year Licence covering the use of the meeting room in Dan Rice Hall by The Down Community group (estimation for both five and seven days.</li> <li>2. If the valuation is agreeable to both parties documentation in relation to a licence agreement be drawn up and brought back to Committee for approval.</li> <li>3.</li> </ol>                                                                                                                  |
| <b>2.0</b>                                                                                                                                                                        | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.1                                                                                                                                                                               | <p>The valuation report was completed and it advised that the valuation of the meeting room was £2,800 per annum. This report was forwarded to the Down Community group for their consideration.</p> <p>The Down Community Group emailed the council on 21<sup>st</sup> June 17 to advise;</p> <p><i>"We have decided not to take the room in the Dan Rice Hall for a variety of reasons. We do intend to still have an active presence in Down but a number of exciting options have opened for us elsewhere including in Belfast which currently we are keen to pursue. We want to say a very sincere thank you to you and all the Council staff who have been so encouraging and helpful to us on this journey. Thank you so much for all</i></p> |

|            |                                                                                                                            |
|------------|----------------------------------------------------------------------------------------------------------------------------|
|            | <i>of your efforts. We may at times still use spaces in Down and will certainly come back to you at those times....."</i>  |
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                    |
| 3.1        | That Members consider comments from The Down Community Group and cease the negotiations between the Council and the Group. |
| <b>4.0</b> | <b>Resource implications</b>                                                                                               |
| 4.1        | None                                                                                                                       |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                           |
| 5.1        | None                                                                                                                       |
| <b>6.0</b> | <b>Appendices</b>                                                                                                          |
|            | Appendix I: Valuation report                                                                                               |



Land &  
Property  
Services  
Scirbhísí  
Talún &  
Maoiné

**Land & Property Services**

Marlborough House  
Central Way  
CRAIGAVON  
BT64 1AD

131

Tel: 028 90 336123

Email: [elaine.bennett@finance-ni.gov.uk](mailto:elaine.bennett@finance-ni.gov.uk)

FAO: Alison Robb  
Newry, Mourne and Down District Council  
Downshire Civic Centre  
Downshire Estate, Ardglass Road  
Downpatrick  
BT30 6GQ

30th March 2017

Our reference: 7084861

Dear Madam,

**RE: Rental Valuation in relation to 1<sup>st</sup> floor meeting room at Dan Rice Memorial Hall, Mill Road, Drumaness, Co Down, BT24 8RL**

I refer to your instructing email dated 31<sup>st</sup> January 2017 in respect of the above and would comment as follows.

I would confirm your instructions that you wish Land & Property Services to provide a Market Rent for 1<sup>st</sup> floor meeting room at Dan Rice Memorial Hall, Mill Road, Drumaness, Co Down, BT24 8RL in relation to a potential lease agreement.

The current LPS Terms of Engagement are applicable to this report with no amendments. The Standard Terms of Engagement may be viewed on our website at this address:

<https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/LPS%20Terms%20of%20Engagement%202017.pdf>

I trust the enclosed Valuation Report meets your requirements however should you require any further clarification please do not hesitate to contact me.

Yours Faithfully,

*Elaine Bennett*

**Elaine Bennett MRICS  
(Registered Valuer)**







*Property Specialists for the Public Sector*

# Valuation Report

Prepared by

**Land & Property Services**

For

**Newry, Mourne and Down District Council**

Client Name

**Alison Robb**

Client Address

**Downshire Civic Centre  
Downshire Estate, Ardglass Road  
Downpatrick BT30 6GQ**



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Department of  
**Finance**  
An Roinn  
**Airgeadais**  
www.finance-ni.gov.uk

**EXECUTIVE SUMMARY.** THIS SHOULD BE READ IN CONJUNCTION WITH THE FULL VALUATION REPORT

1<sup>st</sup> floor meeting room at Dan Rice Memorial Hall, Mill Road, Drumaness, Co Down, BT24 8RL

| LOCATION MAP                                                                                                                                   | PHOTOGRAPH                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|                                                               |  |
| <b>LOCATION:</b>                                                                                                                               | <b>DESCRIPTION:</b>                                                                |
| ON MILL ROAD, DRUMANESS                                                                                                                        | 1 <sup>ST</sup> FLOOR SECOND HAND MEETING ROOM ACCOMMODATION                       |
| <b>TENURE/INTEREST TO BE VALUED:</b>                                                                                                           | <b>VALUATION: £2,800 PA</b>                                                        |
| RENTAL VALUE                                                                                                                                   | (TWO THOUSAND AND EIGHT HUNDREAD POUNDS ) PER ANNUM                                |
|                                                                                                                                                | <b>DATE OF VALUATION: 2<sup>ND</sup> MARCH 2017</b>                                |
| <b>ADDITIONAL COMMENTS ( to include any strengths/weaknesses/opportunities or threats associated with the property or acquisition/disposal</b> |                                                                                    |

### **Instructions and Identity of the client**

Instructions received from Alison Robb of Newry, Mourne and Down District Council by way of email dated 31<sup>st</sup> January 2017.

### **Status of the Valuer**

This report has been prepared by Elaine Bennett MRICS, a registered external Valuer as defined by the RICS, who has the relevant skills, experience, knowledge and understanding to undertake the valuation competently.

### **Conflict of Interest**

I have not previously reported any valuation for this property and do not consider myself to have any conflict of interest in undertaking this valuation.

### **Privacy/Limitation on Disclosure**

This report is provided for the purposes and use of the Client. It is confidential to the Client and the Clients representatives. Land and Property Services accepts responsibility to the Client that the report has been prepared with the skill, care and diligence reasonably expected of a competent Chartered Surveyor but accepts no responsibility whatsoever to any party other than the client. Any other party who relies on the report does so at their own risk.

Neither the whole, nor any part of this report or valuation, nor any reference thereto, may be included in any published document, circular or statement, nor published in any way, nor disclosed to any third party without the prior written consent of Land & Property Services.

### **Date of Inspection**

The property was inspected on 02<sup>th</sup> March 2017.

### **Extent of investigation**

Site inspection notes and photographs have been relied upon.

### **Nature and Source of information relied on**

Information has been provided by SDLT records, Estate Gazette Reports, Local Estate Agents and Land & Property Services.

### **Valuation Approach**

The valuation has been prepared in accordance with the RICS Valuation - Professional Standards and is based upon comparative evidence derived from lettings of similar properties.

### **Compliance with appraisal and valuation standards**

I confirm that the valuation has been prepared with the appropriate sections of the Practice Statements and United Kingdom Practice Statements contained within the RICS Valuation – Professional Standards 2014.

### **Purpose of the Valuation**

Newry, Mourne and Down District Council require a Market Rent Valuation for the subject meeting room which is located within the Dan Rice Memorial Hall for the purpose of a potential 5 year lease agreement.

The figures provided within this report should not be used for any other purpose, other than that which has been stated above, without prior written approval of Land & Property Services.

### **Existing Lease**

There is no existing lease

### Location

The meeting room is located in the Dan Rice Memorial Hall which is on the Mill Road in the centre of the village of Drumaness, Co Down. The property is just off the main Drumaness to Ballynahinch Road.

### Description

The accommodation is located on the 1<sup>st</sup> floor of the Dan Rice Memorial Hall which is a two storey building. The building is of brick and block construction with a slated roof.

The accommodation takes the form of one office/meeting room accessed along a shared corridor. Access to the first floor is by a lift or a stairway. The specification appears to be recently updated in the form of carpet floors, painted walls, and fluorescent strip lighting.

The accommodation is in average repair. IT conduit was not visible during inspection. There is WC's and a shared kitchen facility available to a potential occupier.

There is limited car parking available within the immediate vicinity of the subject property.

The property was inspected both internally and externally on the 2<sup>nd</sup> March 2017.

### Accommodation

The accommodation extends to 27sqm (312 sq ft) Net Internal Area.

### Basis of Valuation

The valuation has been carried out in accordance with the RICS Valuation – Professional Standards 2014 on the basis of **Market Rent**.

**Market Rent:** "the estimated amount for which an interest in real property should be realised on the *valuation date* between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion".



### Valuation

I am of the opinion that the market value of the property is **£2,800 per annum (Two thousand and eight hundred pounds per annum)**.

### Valuation Date

02<sup>nd</sup> March 2017, this was the date of inspection.

### Valuation Review Period

The market for commercial property in Drumaness does not currently demand high levels of activity. A review of the valuation is recommended in 6 months from the date of this report. Should the market change significantly or there be a material change to the state and circumstances of the property, including environmental, planning or legislative changes that affect it in the interim, we will be happy to advise if a formal review is required at an earlier date if so required.

### Market Commentary

Normally a valuation of this type would be based upon a range of comparative evidence; however there is little current market evidence of directly comparable properties to that of the subject. Therefore I have made reference to a comparable property in a similar circumstance in the Co Down area.

*The valuation has been based upon the following assumptions. Should any be found later to be incorrect or requiring amendment the valuation will require to be reviewed.*

### Title

- It is assumed the lands are on a freehold/ long leasehold basis at a nominal consideration free from any onerous or restrictive covenants.

- It is assumed the title includes proper and appropriate means of access and there are no rights of way over the lands and no easements or way leaves in favour of a 3<sup>rd</sup> party.
- It is assumed there are no rights of support or any obligations within the title against or in favour of the subject.

### **Tenure**

- The value stated in this report assumes the following lease terms;
 

|            |                                                        |
|------------|--------------------------------------------------------|
| Term:      | 5 years                                                |
| From:      | 2nd March 2017                                         |
| Repairing: | Internal repair and insuring                           |
| Services:  | Rent includes electricity, heating and use of Kitchen. |
- The value assumes that no persons have or will lay claim to all or part of the property by adverse possession or otherwise and no person has tenure over the property.

### **Planning Permission and Existing Use**

- No approach has been made directly to the Planning Service with regard to alternative uses of the property. The valuation is based upon planning information currently available in the adopted Ards and Down Area Plan 2015 which shows the property to lie within the village of Drumaness.
- It is also assumed that the property currently has all Planning Permissions and Statutory Approvals to enable it to be used as office/meeting room.

### **Property**

It is assumed:

- The property is free from all forms of contamination including asbestos and radon.
- The property is free from flooding and the surrounding area is not subject to subsidence.

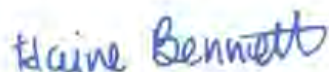
- The property is free from structural defects, rot and water ingress. The valuation investigations did not include the undertaking of a structural survey or an invasive survey of the property. The inspection was restricted to areas of the ground, and 1<sup>st</sup> floor and that were accessible either internally or could be viewed from the surrounding grounds.
- The property is connected to all mains services and the services meet all current regulations and requirements.
- That the current internal services including heating, electricity, foul, waste and mains water all comply with and meet current requirements. No testing of systems has been undertaken.
- It is assumed that the property is fully DDA compliant, meets all Public Health, Safety and Fire requirements and all other statutory requirements to enable it to be used as offices. It is assumed that a current DEC is in place.
- The valuation is based upon the condition of the property as found at the date of inspection.

### Access

- It is assumed the property has direct access from Mill Road and the access point is fully compliant with Roads Service and planning requirements.

I trust you find that this report meets your requirements and if you require clarification of any of the forgoing or I can be of any further assistance, please do not hesitate to contact me.

Yours faithfully



**Elaine Bennett BSc (Hons) MSc MRICS**  
**Registered Valuer**

|                                                 |                                                           |
|-------------------------------------------------|-----------------------------------------------------------|
| <b>Report to:</b>                               | <b>Active &amp; Healthy Communities Committee</b>         |
| <b>Date of Meeting:</b>                         | 21 August 2017                                            |
| <b>Subject:</b>                                 | European Rural Network for Job Mobility – ERN4mob Project |
| <b>Reporting Officer (Including Job Title):</b> | Janine Hillen, Assistant Director: Community Engagement   |
| <b>Contact Officer (Including Job Title):</b>   | Justyna McCabe, Programmes Unit                           |

|                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decisions required:</b>                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li><b>The committee are asked to note the contents of this report</b></li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>1.0</b>                                                                                                           | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                      | <p>The project aims to connect rural municipalities from 6 different EU countries in order to lay down the foundations for the European Rural Network for Job Mobility, particularly in the field of social inclusion with reference to ethnic minorities.</p> <p>Specific Objectives:</p> <ul style="list-style-type: none"> <li>• To develop sustainable co-operation among different European rural municipalities and its citizens</li> <li>• To improve mutual understanding and learning about EU diversity and EU policies and to promote opportunities for social and intercultural engagement.</li> <li>• To promote European citizenship and increase participation of migrants in civic life of the host country.</li> </ul> <p>Project start date: 1 January 2016, end date: 31 December 2017</p> <p>Since January 2016 five project meetings have taken place and were attended by NMD Council representatives. Newry, Mourne and Down District Council hosted the 4<sup>th</sup> project meeting/conference in December 2016. The next meeting/conference is scheduled for July 2017 and will be hosted by the Slovakian partner.</p> |
| <b>2.0</b>                                                                                                           | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2.1                                                                                                                  | <p>The project was approved at SP&amp;R Committee meetings in December 2015, April and June 2016.</p> <p>Newry, Mourne and Down District Council is one of the 6 European partners. Our involvement and experience in previous European projects in the area of social inclusion is highlighted as being of particular benefit to the partnership.</p> <p>At the SP&amp;R Committee meeting in June 2016 it was agreed that the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|            | same Council representatives attend future project meetings to ensure consistency in project delivery,                                 |
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                |
| 3.1        | None – report for noting.                                                                                                              |
| <b>4.0</b> | <b>Resource implications</b>                                                                                                           |
| 4.1        | Project 100% funded by the EU.                                                                                                         |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                       |
| 5.1        | The project has a positive impact on equality and good relations issues in the District with reference to minority ethnic communities. |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                      |
| <b>6.1</b> | None                                                                                                                                   |



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| <b>Report to:</b>                                   | Active and Healthy Communities Committee                           |
| <b>Date of Meeting:</b>                             | 21 August 2017                                                     |
| <b>Subject:</b>                                     | Food Service Plan                                                  |
| <b>Reporting Officer<br/>(Including Job Title):</b> | Eoin Devlin<br>Assistant Director Health & Wellbeing               |
| <b>Contact Officer<br/>(Including Job Title):</b>   | Sinead Murphy<br>Senior Environmental Health Officer (Food Safety) |

**Decisions required:**

**Members are asked to consider the contents of the report**

- **The Council approves the adoption of the attached Food Service Plan 2017-18.**

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| <b>1.0</b> | <b>Purpose and Background:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1.1        | The Food Standards Agency requires Newry Mourne and Down District Council to have an up-to-date, documented food service plan which is readily available to food business operators and consumers. The plan must be subject to regular review and clearly state the period of time during which the plan has effect.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>2.0</b> | <b>Key issues:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.1        | <p>The plan covers all areas of food law that the council has a duty to enforce and sets out how it intends to deliver official controls within its area. The plan includes imported food responsibilities and the control arrangements in place. The plan also includes reference to the council's approach to enforcement as including its alternative enforcement strategy for dealing with those establishments rated as low risk under the food establishment intervention rating scheme set out at in the Food law Code of Practice.</p> <p>Advice issued by FSA in NI and work identified in conjunction with the other councils in Northern Ireland (NI) to consistently fulfil our statutory obligations and duties in relation to food safety and through the NI Food Managers group and the various subgroups was considered when drafting this food service plan.</p> <p>The Food Standards Agency provides grant funding to the council for the purpose of enabling us to fulfil our duties across the range of responsibilities within the local authority food service in Northern Ireland as directed by EC Regulations and national legislation. The grant</p> |

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|            | funding, which has increased this year, is allocated in proportion to the number and type of food establishments in the district. The grant allocation for Newry, Mourne and Down District Council for 2017/18 is £122,212.47. |
| <b>3.0</b> | <b>Recommendations:</b>                                                                                                                                                                                                        |
| 3.1        | That Council approves the adoption of the Food Service Plan 2017-18.                                                                                                                                                           |
| <b>4.0</b> | <b>Resource implications</b>                                                                                                                                                                                                   |
| 4.1        | Not Applicable                                                                                                                                                                                                                 |
| <b>5.0</b> | <b>Equality and good relations implications:</b>                                                                                                                                                                               |
| 5.1        | Not Applicable                                                                                                                                                                                                                 |
| <b>6.0</b> | <b>Appendices</b>                                                                                                                                                                                                              |
| 6.1        | Appendix I: Food Service Plan 2017-18                                                                                                                                                                                          |